

RESOLUTION 2016 - 356

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA,
APPROVING THE LIBRARY SYSTEM'S DISC CLEANING
AND LAMINATING POLICIES AND PROCEDURES,
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the St. Johns County Public Library System strives to provide the highest quality programs and services to the citizens of St. Johns County; and

WHEREAS, the Library System strives to provide superior customer service to all library patrons; and

WHEREAS, these new library policies will provide the best guidelines for supporting the goals and priorities of the Library System's Strategic Plan 2017-2019;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that:

1. The above recitals are hereby adopted as legislative findings of fact.
2. The Board of County Commissioners approves the Disc Cleaning and Repair Service and the Laminating Service policies, which are attached hereto, and incorporated herein as an Exhibit to this Resolution.
3. The effective date for the revised library policies will be January 2, 2017.
4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 15th day of November, 2016.

**BOARD OF COUNTY
COMMISSIONERS OF ST. JOHNS
COUNTY, FLORIDA**

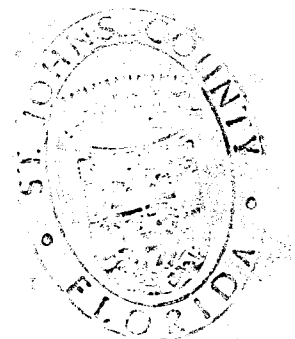
Attest: Hunter S/Conrad, Clerk

Pam Halteuer

Deputy

Jeb S. Smith
Jeb S. Smith, Chair

RENDITION DATE 11/17/16





Policy Title: Disc Cleaning and Repair

St. Johns County Public Library offers a service of cleaning/repairing DVDs, CDs and game discs with a service fee per disc. The following terms and conditions apply to cleaning and repairing discs:

1. Repairs are limited to 5 discs per visit in clearly marked cases.
2. The Library charges a disc cleaning service fee (Refer to current Library Fee Schedule). Payment is required at the time any and all items are picked up.
3. Notification will be made by email/phone when the disc(s) are processed.
4. The Library assumes no responsibility for items lost or damaged during the repair process.
5. The Library will make a reasonable attempt to repair the customer's discs to pristine condition, with the following understanding:
 - a. Not all discs can be repaired. We cannot repair cracked discs or discs that have been damaged by deep scratches, heat or chemicals.
 - b. While most repaired discs will be returned in almost like new condition, there may be a slight, barely noticeable circular pattern created during the wet sanding process or there may be text labeling near the center ring of the disc worn away. This is normal and cannot be avoided. It should not affect the playability of the repaired disc.
 - c. While most returned discs will be in substantially better condition than when received, we assume no responsibility for further damage caused by our process. For example, while repairing very deep scratches in a highly damaged disc, it is possible that during the process we may damage the data layer while attempting to remove the deep scratch.
6. Discs left at the library longer than 4 weeks after repair will be considered a donation to the library and handled as per our Materials Donation Policy.
7. Customers assume the entire risk related to this service. The St. Johns County Public Library is providing this service "as is" and disclaims any and all warranties, whether expressed or implied. The customer agrees to indemnify and hold harmless the St. Johns County Public Library, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of this service.
8. Library staff reserves the right to refuse repair service on any disc that they determine to be detrimental to the disc cleaning machinery, in violation of state and federal laws, or is contrary to basic library philosophies and policies.

Effective Date:

Revision Approved by the LAB:

Revision Approved by the BCC:



St. Johns County Board of County Commissioners

Public Library System | Southeast Branch Library

Disc Repair Form

Name: _____

Date: _____

Phone/Email: _____

Disc Titles:

Disc Repair Waiver

1- I understand that the repair of my disc(s) may not be possible. Deep gouges, cracks and chips are not repairable.

2- I understand my disc(s) might not be restored to totally perfect condition. Visible imperfections on the disc(s) surface may still exist. Some "skips" may still exist.

3- I agree to be responsible for the fee of \$2.00 per disc. Payment is required at the time an and all items are picked up. Please make checks out to the "St. Johns County Public Library".

4- I understand that the Library is NOT responsible for damages that may occur during the repair process. We will handle your discs and repair them as carefully as possible.

5- I understand that ID is required upon pickup.

6- I understand that upon completion of repairs, I have 1 month to pick up my disc(s) after which the disc(s) become the property of the Library to dispose of at its discretion.

7- I agree to indemnify and hold harmless St. Johns County and its officers, employees,

and agents from and against all suits, claims, actions, and expenses arising out of the repairs.

By signing this form, I acknowledge that I have read and understand the St. Johns County Public Library Disc Cleaning and Repair Policy

Signature:

The following discs could not be repaired:



Policy Title: Laminating Services

St. Johns County Public Library offers laminating services to the public. Lamination is a great way to protect your important and/or personal documents, covering them in a thin layer of plastic. The following terms and conditions apply to laminating services:

1. The Library offers only soft lamination.
2. The Library offers laminating in two sizes: 8 ½ x 11" or Smaller (fee per item applies) **AND** Larger than 8 ½ x 11" up to 24" wide – roll feed of any length (fee per foot of length applies). Refer to current Library Fee Schedule.
3. Payment is required at the time any and all items are picked up.
4. ID may be required to pick up materials.
5. Notification will be made by email/phone when the item(s) are processed.
6. Items left at the library longer than 4 weeks after laminating will be considered a donation to the library, to be disposed of at its discretion.
7. The Library assumes no responsibility for items lost or damaged during the laminating process.
8. Customers assume the entire risk related to this service. The St. Johns County Public Library is providing this service "as is" and disclaims any and all warranties, whether expressed or implied. The customer agrees to indemnify and hold harmless the St. Johns County Public Library, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of this service.

Effective Date:

Revision Approved by the LAB:

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St. Johns County Board of County Commissioners

Public Library System | Southeast Branch Library

Laminating Form

Name: _____

Date: _____

Phone/Email: _____

Items to be Laminated:

Laminating Costs:

8.5" x 11" Sleeve – Anything that will fit in that sleeve: \$1.00 per sleeve

For larger objects: \$1.00 per foot (maximum width is 24")

Laminating Services Waiver

- 1- I agree to be responsible for the fees incurred. Payment is required at the time any and all items are picked up.
- 2- I understand that the Library is NOT responsible for damages that may occur during the repair process. We will handle your items and laminate them as carefully as possible.
- 3- I understand that identification is required upon pickup.
- 4- I understand that upon completion of the services, I have 1 month to pick up my items after which they become the property of the Library to dispose of at its discretion.
- 5- I agree to indemnify and hold harmless St. Johns County and its officers, employees,

and agents from and against all suits, claims, actions, and expenses arising out of the use of this service.

By signing this form, I acknowledge that I have read and understand the St. Johns County Public Library Laminating Services Policy.

Signature:
