

HOW TO TAKE CARE OF YOUR DISCS

1. Discs should be handled by the edge of the disc.
2. Finger marks and scratches can affect the playing of the disc.
3. Try not to get any fingerprints or other marks on the surface of the disc.
4. Be careful not to scratch the surface of the disc.
5. Use only a dry cloth, a slightly damp cloth or one of the propriety disc cleaners to clean the disc – anything else may damage the disc.
6. If you find the disc difficult to remove from the case, press the centre of the round clip in the middle while lifting the disc from the case.
7. The sleeve and any documentation belonging to the disc must be returned with it.
8. Keep discs in their cases when not being played.
9. Before returning a multi-disc set please ensure that all discs are in the pack.
10. Any damage done to discs will be charged to the borrower. Borrowers should check the condition of discs before and after borrowing and bring any damage to the attention of the staff.