

Media Conversion Policy

The Greenville Public Library offers a media conversion service, where older media such as VHS tapes and DVDs can be digitized and copied onto discs or saved as digital files. The library provides the equipment necessary. Materials may be dropped off at the library or patrons can make an appointment with library staff for digitization. Each blank disc costs \$1. If you would like the files saved electronically, we ask that you bring your own USB flash drive or hard drive. Before digitizing media, patrons must sign a copy of this agreement. Copies are available at the reference desk.

Please note:

- The Greenville Public Library does not guarantee a successful copy. The quality of the material will depend on the quality of the recording.
- While the library strives to keep your media safe, the library is not liable for any loss or damage.
- The library reserves the right to refuse to convert any media that is not in clean or functional condition.
 - VHS tapes with evidence of mold will not be converted until they are clean.
 - The library is not responsible for cleaning tapes.
- It is expressly prohibited to convert any media that violates or infringes upon a patent, trademark, or other proprietary use. Use of the conversion equipment shall follow all legal guidelines. U.S. Copyright Law (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.
- Use of the Media Conversion equipment is at the discretion of library staff. Staff reserve the right to deny use of equipment.
- Any unpaid costs for discs will be added to the patron's library card account.

Agreement: by signing this policy, I understand the terms and agree to abide by them when using the Media Conversion Service.

Print Name: _____

Signature: _____

Media Conversion Sign up Form

We can convert:

- VHS to disc or digital file
- Disc/DVD to digital file
- Price: \$1 for each blank disc
- Approx. 2 weeks turnaround time
- Available for drop-off or by appointment

Appointments can be made at the following times:

- Tuesdays 9:00-11:00
- Wednesdays 2:00-4:00
- Fridays 2:00-4:00

Name: _____ Date: _____

Library Card Number: _____

Phone Number: _____

Email: _____

of Discs/Tapes: _____

Appointment or Drop-off: _____

Preferred appointment time: _____

Would you like a physical copy to be made of your media (DVD or CD)? _____

Number of copies to be made? _____

Would you like your media saved as a digital file? _____

(Note: If you have said Yes, the library will contact you regarding the size of the file so you can bring the appropriately sized USB drive/hard drive)

Please drop off this form at the reference desk.