



## **Video Conversion Service Policy**

The Newport Public Library offers equipment, for use by its staff, to convert analog video into a digital format as a service to the public. Available equipment can convert VHS cassette tapes into a digital (MP4) file that can be saved onto a flash drive provided by the patron.

### **Guidelines**

This digital conversion service is facilitated by Library staff and is available to Ocean State Library cardholders. This service is intended to help preserve home movies or special occasion recordings for posterity. Digital conversion requests for materials such as feature films, that are protected by U.S. Copyright Law (Title 17 U.S. Code), will be refused.

### **Digital Conversion Procedures**

1. Patrons will drop off VHS tape(s) to be converted and provide a USB flash drive with a suggested capacity of 16GB.
2. Patrons must complete a job request form and sign the Video Conversion Agreement.
3. Requests are limited to one per week and to no more than 3 VHS cassette tapes or up to 6 hours of material at a single time.
4. Staff must verify with the patron that the materials are not subject to copyright or otherwise protected from reproduction/conversion under the law.
5. While a time estimate of 1 week will be given, there will be no guarantee of time to complete.
6. Once notified of completion, patrons must pick up their materials within 30 days. Any materials that are not picked up within the allotted time frame, may be disposed of by the Library.

The Newport Public Library will not be held responsible for any errors which occur during use of the equipment, including but not limited to:

- Errors in the conversion into digital files.
- Errors pertaining to the quality of the cassette.
- Error pertaining to the equipment.

- Errors pertaining to the software.
- Damage, of any type, to the original cassette tapes or media to which digital files are transferred.

In addition, the Newport Public Library will not be liable for copyright infringement or any other violation of the law related to video conversion performed on the patron's behalf. By signing the Video Conversion Agreement, the patron is representing to the staff member and the Library that the patron has the legal right to perform the conversion.