

# Exeter Public Library Historical Room: Digital Conversion Center

Exeter Public Library's Historical Room has equipment that allows users to convert analog media to digital media. The machines can convert analog VHS videocassettes, audiocassettes, DVD, camcorder, Hi8, RCA, AV, VCRs, audio cassettes, photos, slides, film reels and vinyl record to digital files. All users must reserve time with the equipment and bring in their own media, if possible the device the item was recorded on, and a storage device (USB drive "thumb drive", SD card, external hard drive, or personal laptop computer) where the files will be stored.

The library will provide a laptop computer with the appropriate software and any other needed equipment and cables as well as a workspace with access to power outlets in our Historical Room. For security and privacy, all library laptop computer storage is erased after a user logs off their session. Anything saved or work done on the library's laptop computer cannot be recovered. It is required for participants to bring their own storage devices to save their digitized files. All users must use digital converters at their own risk. The Library is not responsible for any items damaged by digital converters. It is the responsibility of the user to comply with all copyright law.

## Digital Conversion Center Analog – Digital Materials & Converters:

- VHS cassettes (via [ClearClick Video to Digital Converter 3.0 \(Third Generation\) - Record Video & Audio from VCR's, VHS, AV, RCA, Hi8, Camcorder, DVD, Turntables, Cassette](#))
- VHS-C cassettes (via [ClearClick Video to Digital Converter 3.0 \(Third Generation\) - Record Video & Audio from VCR's, VHS, AV, RCA, Hi8, Camcorder, DVD, Turntables, Cassette](#))
- Slides (via [KODAK Slide N SCAN Film and Slide Scanner with Large 5" LCD Screen, Convert Color & B&W Negatives & Slides 35mm, 126, 110 Film Negatives & Slides to H](#))
- Film Reels (via [KODAK REELS 8mm & Super 8 Films Digitizer Converter with Big 5" Screen, Scanner Converts Film Frame by Frame to Digital MP4 Files for Viewing, Sharing](#) )
- Audiocassettes (via [USB Cassette to MP3 Converter, Portable Walkman Cassette Audio Music Player Tape-to-MP3 Converter with Earphones, Volume Control, No PC Required \(Blac](#))
- Vinyl records (via [ClearClick Video to Digital Converter 3.0 \(Third Generation\) - Record Video & Audio from VCR's, VHS, AV, RCA, Hi8, Camcorder, DVD, Turntables, Cassette](#) )
- Photographs (via [Epson FastFoto FF-680W Wireless High-Speed Photo and Document Scanning System, Black](#) )

**Digital Library Conversion Center users must be 18 years or older** and either have a valid Adult Exeter Public Library card or government-issued ID in order to use the digital conversion equipment. Youth 18 years old or younger and must be accompanied with an adult. If a patron wishes to use the equipment and they are not library members, they must leave collateral at the desk (a valid state or federal ID) which will be photocopied and attached to this form for one calendar year.

**Non-Exeter Public Library Card Holders will need to leave a government-issued ID at the adult circulation desk while you use the equipment.** You are responsible for your own as well as the library's equipment while you're using it. The library is not responsible for any damage to any items that may occur while the digital converters are being used.

**Exeter Public Library staff will provide the digital conversion equipment and all manuals for devices being utilized, but staff does not assist with the labor.** Patrons must also bring in their own storage device for their files and are responsible for saving any digitized files.

**Digital Library Conversion Center users must bring in their own storage device** (USB drive "thumb drive", SD card, external hard drive, or personal laptop computer etc.)

**The digital conversion process takes place in real time.** For example: if your tape or record runs 20 minutes, it will take 20 minutes for it to be digitized.

**Users of the Exeter Public Library Digital Conversion Center use the equipment at their own risk. The Library is not responsible for any loss or damage to items while using digital converters. It is up to the user to ensure the safety of their personal items while the conversion processes takes place.**

#### **Exeter Public Library Digital Conversion Center User Agreement Guidelines:**

Please Initial to Acknowledge your agreement to the following User Guidelines:

- Conversions are in real time and are frame by frame.
- Food and drinks are not permitted at the stations.
- Staff cannot convert media or finalize projects in the absence of the content owner.
- Users must be present at all times while projects are digitizing and/or rendering.
- The conditions of the film need to be sufficient and clear for digitizing. Staff cannot restore damaged film. Staff cannot prevent film from being damaged by the digitization process. Nor are they responsible if damage occurs
- Patrons are responsible for handling and digitizing their own materials. **Exeter Public Library is not responsible for loss or damage to personal property, including digital and or physical property.**
- Reproducing copyrighted materials is a violation of federal copyright law and is not allowed.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Main Contact Person:** \_\_\_\_\_

**Name of Organization ( if applicable) :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Circle Contact Preference:** Phone / Email

**Email:** \_\_\_\_\_

**Dates Needed:** \_\_\_\_\_

*Digital Converters in the Historical Room may only be reserved for a two-hour time period in advance. On the reservation date, additional time may be permitted if the room is available **after** the initial two-hour period.*

**From:** \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM) **Users:** (Maximum Occupancy 15)

**Please Read & Initial:**

- \_\_\_\_\_ I affirm that all individuals using the Digital Conversion Center are for Pro Bono &/OR Not for Profit (no money or salary may be exchanged with any occupant utilizing the room. Anyone receiving a service must receive it for free.)
- \_\_\_\_\_ I agree that the Digital Conversion Center in the Library's Historical Room it is not a private space.
- \_\_\_\_\_ I will allow anyone to enter the room during my session if they are using the room for microfilm usage or to access the library's historical collections.
- \_\_\_\_\_ I will notify the library of cancellation or change of date and/or time.
- \_\_\_\_\_ I will make sure that the Historical Room and Digital Conversion Center equipment and desks are clean and left in the same condition as when we arrive.
- \_\_\_\_\_ I will not affix anything to room's walls.
- \_\_\_\_\_ All furniture must be returned to its original location.
- \_\_\_\_\_ All trash must be placed in the provided trash and recycling bins. If the bins are full, I agree to notify library staff and additional bins will be provided.
- \_\_\_\_\_ If surfaces become dirty, cleaning cloths and paper towels will be provided by the staff. I agree to clean up any messes.
- \_\_\_\_\_ Only fiber arts allowed. No glue, glitter or paint are allowed in any of the Library's study spaces.

**Circle Amenities Required:** Tables (2 available) \_\_\_\_\_ Chairs (8 available) \_\_\_\_\_

**Please note:**

- All of the Library's study spaces are closed 15 minutes prior to the library's closing.
- The earliest time the Historical Room and Digital Conversion Center may be reserved is 9 AM.
- Schedule your study room with enough time to setup and clean up.
- Nothing can be affixed to the study room walls.
- Food and drink are not permitted in the Historical Room.
- The Library must be notified of any changes regarding your reservation including time changes or cancellations

I agree that my organization is Not for Profit. I will leave the Historical Room and the Digital Conversion Center clean, in good condition and acknowledge that the room is not a private space.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_