



Video Conversion Service

Policy

The Natchitoches Parish Library will provide, subject to the restrictions set out in this policy, video conversion service to Natchitoches Parish Library patrons to convert analog video and audio content into a digital format.

Available equipment, while non-exclusive, can convert the following into a digital format.

- VHS cassette tapes
- 8mm (Hi8 MP) cassette tapes

The Natchitoches Parish Library will not be held responsible for any errors which occur during the conversion process, including but not limited to:

- Errors in the conversion into digital files.
- Errors pertaining to the quality of the cassette tape(s).
- Damage, of any type, to the original cassette tape(s).

The Natchitoches Parish Library does not guarantee a successful conversion. In addition, it is at the discretion of library staff to deny use of the service based on materials deemed illegal or inappropriate.

Terms of Service

- The video conversion service is only available to Natchitoches Parish Library patrons. A valid library card must be presented when dropping off cassette tape(s).
- Patrons may drop off one (1) cassette tape at a single time.
- At drop off, library staff will determine the cost of conversion. Patrons can expect costs to range from \$2.00-\$6.00 depending on length of cassette tape and chosen storage media.
- Patrons agree to pay for library-supplied storage media; patrons may not provide their own.
- Patrons must sign the Video Conversion Service Agreement prior to leaving materials.
- While a time estimate will be given, there will be no guarantee of time to complete.
- Once conversion is successfully completed, the patron's account will be charged.
- Once notified of successful completion, patrons must pick up materials within 30 days.

- Materials may not be submitted for conversion service which are subject to copyright or otherwise protected from reproduction/conversion under the law.
- The library reserves the right to deny a request for conversion services for materials deemed inappropriate or a violation of the law.

FAQ

How does the VHS to digital conversion service work?

Our VHS to digital converter records your VHS cassette tape onto a computer via a VCR player. The recorded file will then either be burned onto a blank DVD or transferred onto a USB/flash drive.

How long does the process take?

The entirety of the VHS cassette tape must be played as it records, so process times vary. Under normal circumstance, patrons can expect tapes to be converted and ready for pickup within two-three weeks.

How many VHS cassette tapes may I drop off?

Patrons may drop off one (1) VHS cassette tape. Once processing and payment is complete, another tape may be dropped off.

How much does the service cost?

The service is free, but there is a charge for DVDs and USB/flash drives. Fees are nonrefundable and paid at pickup.

DVD = \$2.00 each

USB/flash drive = \$6.00 each

May I provide my own DVD or USB/flash drive?

For security reasons, patrons must purchase a DVD or USB/flash drive from the library.

Is this service available at both library branches?

Although this service is available for all Natchitoches Parish Library patrons, the conversion equipment is housed at the Main Branch in Natchitoches. VHS cassette tapes must be dropped off/picked up at the Main Branch.

May I convert my VHS copy of a feature film or TV show?

No, you may only bring home movies. Copyrighted material will not be duplicated.

What is something happens to my tape while it is at the library?

The library is not responsible for any loss or damage of any kind to a patron's VHS cassette tapes during the conversion process. Note that VHS cassette tapes suffer wear and degradation over time. Patrons must agree to the terms of service and sign an agreement form before the conversion process begins.

Will you improve the quality of my VHS cassette tape?

No, we are unable to improve the quality of the recordings.

Who should I contact if I have further questions or want to utilize the service?

Email the library at info@natlib.org or call (318) 238-9236.

Patron Agreement

By signing this agreement, I understand the terms and agree to the following pertaining to the use of the Natchitoches Parish Library’s video conversion service:

I agree to release my materials to the Natchitoches Parish Library for the purpose of converting it into a digital format.

I understand that I may drop off one (1) cassette tape at a single time.

I understand that there are inherent risks to converting analog into digital material which may cause damage to, or even destroy my materials.

I will not hold the Natchitoches Parish Library responsible for any errors in the conversion process or damage to my materials.

I understand that I must pick up my materials within 30 days of conversion completion.

I agree to pay the conversion fees set forth by the Natchitoches Parish Library.

I understand that, if I do not pick up my materials within the allotted time frame, that the Library may dispose of them.

I verify that the materials submitted to the Natchitoches Parish Library for conversion are not subject to copyright or any other law that would restrict the Library’s ability to convert the files.

I agree to indemnify the Natchitoches Parish Library in the event any claim is made against the Library for violation of copyright or other violation of the law as a result of the conversion.

| DIGITAL MEDIA REQUESTED | |
|-------------------------|-----|
| DVD | USB |

PRINTED NAME _____

LIBRARY CARD _____ PHONE _____

PATRON SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE; TO BE COMPLETED BY LIBRARY STAFF.

| DROP OFF DATE | RECEIVED BY <i>staff initials</i> | DATE CONTACTED FOR PICKUP |
|---|-----------------------------------|------------------------------------|
| | | |
| FEE INFO | DATE PAID | PROCESSED BY <i>staff initials</i> |
| <i>Charged account</i> <i>No account available</i> | | |