

Vinyl Record & Cassette Tape Transfer FAQ

How does the transferal work?

Our Vinyl & Cassette to CD stations works by recording a vinyl record or cassette onto a computer using *Audacity* software. Recordings can be done song by song or all at once. Once an Audacity file is created, it can be exported as an MP3 or WAV file and transferred to USB flash drive or burned to CD. The process time will vary depending on how long your vinyl record/cassette is and how you wish to record it.

Does one vinyl record or cassette tape equal one CD?

Not necessarily. The CD discs we supply hold about 80 minutes of recorded material, so if your vinyl record or cassette tape is longer, your music may have to be recorded onto more than one disc.

How much does this service cost?

The service is free, but we do charge \$1.00 per CD. If you prefer, you may bring your own blank CD's.

How do I use the media preservation stations?

You may stop by during our Open Technology Times and use the equipment and software. A librarian will be available to assist you. First come, first serve.

Open Technology Time Hours: Tuesday & Thursdays from 2:00 – 4:00 PM

If you can't make Open Tech Time, you may leave two (2) cassettes or vinyl records to be copied by our library staff.

Cassette to CD Converter Policies

- Use of the C-Lab equipment is at the discretion of library staff. The library reserves the right to deny use of the equipment.
- The library does not guarantee a successful conversion. The quality of the material will depend on the quality of the recording.

Contact Information

Name: _____

Library Card Number: _____

Phone Number: _____

Email: _____

Vinyl or Cassette Information

Date Received _____ By Staff Member (Initials): _____

Title of Vinyl or Cassette Tape: _____

Description:

Digital File or CD?: _____

Number of CD's to be made: _____

The library will have to contact you with an estimated cost which you must agree to before transferal commences.