<u>Media Preservation Policy</u>

The Cranston Public Library offers a media preservation service where older media, like VHS tapes, 8mm film reels, cassette tapes, and photo negatives can be digitized and copied onto disc or saved as digital files. The library provides equipment in the Cranston Central Library's C-Lab for patrons to use under guidance of library staff. Patrons may also drop off a limited amount of media to be digitized by library staff. Before using the equipment, patrons must sign a copy of this agreement. Copies are available in the C-Lab and at the Reference Desk.

Please note:

- The library does not guarantee a successful copy. The quality of the material will depend on the quality of the recording.

- While the library makes every effort to keep your media safe, the library is not liable for any loss or damage.

- It is expressly prohibited to convert any media that violates or infringes upon a patent, trademark, or other proprietary use. Use of the preservation 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 Preservation 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 Preservation Service:

Print Name: _____

Signature: _____

Media Preservation Service - Contact Form

Name: _____ Date: _____

Library Card Number: _____

Phone Number: _____

Email: _____

Media Type:

☐   VHS Tape

☐   VHS-C Camcorder Tape

☐   8mm Film Reel

☐   Super 8mm Film Reel

☐   Audio Cassette Tape

☐   Vinyl Record

☐   Photographs or Negatives

Would you like a physical copy 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 file size so you can bring in the appropriately sized USB flash drive.)