

Video / Audio Conversion Policy

The Kirkwood Public Library offers equipment, for use by its patrons and staff, to convert analog video and audio into a digital format.

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

- VHS Cassette Tapes
- VHS-C Cassette Tapes
- 8mm Cassette Tapes
- Standard Audio Cassette

Equipment offered by the Library can be used at any time the computer lab is open, with the exception of times when the lab is closed to the public due to classes or training. Patrons may use the equipment without the guidance of staff, however, staff assistance can be available if needed and may be subject to an appointment.

Kirkwood 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.
- Errors 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 Kirkwood Public Library will not be liable for copyright infringement or any other violation of the law related to video/audio conversion performed by a patron, regardless of whether the conversion is performed by the patron or by a Library staff member on the patron's behalf. Each patron assumes all responsibility for observing copyright restrictions and other laws when using equipment in the Library. By requesting a staff member's assistance with a video/audio conversion, the patron is representing to the staff member and the Library, that the patron has the legal right to perform the conversion. In the event a patron performs a video/audio conversion in violation of the law, or has a staff member perform an unlawful conversion, the patron agrees to indemnify the Library for any damages the Library suffers as a result of patron's actions/request. The Library reserves the right to refuse any request for conversion services where the Library or any staff member feels a violation of the law may occur as a result of such conversion.

Staff members are required to observe all laws related to the lawful reproduction of materials when using the conversion equipment for Library or personal use. If a staff member has any questions regarding the lawful use of such equipment, they should speak with their supervisor.

Video / Audio Conversion Service

The Kirkwood Public Library will provide, subject to the restrictions set out in this policy, video / audio conversion services to the public which include:

- Converting original cassette medium into a digital file(s), either with or without the patron's intent to edit said content.
- Burning digitized video / audio files onto disc(s)

Staff will not edit content for patrons, but can offer assistance and/or training to patrons who want to edit their own content.

The following parameters are necessary for a patron to utilize the video / audio conversion service:

- Patrons can drop off materials at any time to an IT or Reference staff member.
- Patrons may drop off no more than 3 cassette tapes of any type or up to 6 hours of material at a single time.
- Patrons must sign a release form prior to leaving materials.
- While a time estimate will be given, there will be no guarantee of time to complete.
- Once notified of completion, patrons must pick up their materials within 30 days.
- No materials may be submitted for conversion services, which are subject to copyright or otherwise protected from reproduction/conversion under the law. Patron agrees to indemnify the Kirkwood Public 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.

The following parameters are required for staff to accept materials from a patron to utilize the video / audio conversion service:

- Staff must review this form with patrons and collect their signature to use the service.
- Staff must record, in a designated log, the patron's information regarding the materials to be left.
- Staff must verify with the patron that the materials are not subject to copyright or otherwise protected from reproduction/conversion under the law.
- Once the conversion process is complete, staff will contact the patron to let them know.

Video / Audio Conversion Agreement

By signing this agreement, I understand and agree to the following pertaining to the use of the Kirkwood Public Library's video/audio conversation equipment/services:

- I agree to release my materials to Kirkwood Public Library for the purposes of converting it into a digital format.
- I understand that I may only drop off up to 3 cassette tapes of any type or up to 6 hours of material at a single time.
- I understand that there are inherent risks to using equipment to convert analog into digital material which may cause damage to, or even destroy my materials.
- I will not hold the 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, and that I must make arrangements with the Library for an extension of time or extraordinary circumstances.
- 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 Kirkwood Public 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 Kirkwood Public Library for any damages the Kirkwood Public Library sustains as a result of my request for conversion services.

Printed Name

Signature

Date
