

Terms & Conditions

By submitting this request form, I understand and agree to the following pertaining to the use of the Kirkwood Public Library's VHSaaS:

- I agree to release my materials to Kirkwood Public Library for the purposes of converting it into a digital format.
- I am a resident of one of the Municipal Library Consortium library districts of Brentwood, Ferguson, Kirkwood, Maplewood, Richmond Heights, Rock Hill, University City, Valley Park or Webster Groves (this will be verified).
- I understand that my eligibility **may** not be verified until after I drop off my materials and that if ineligible, I will be asked to pick them back up.
- I understand that the library may set limitations to this service for any reason to be determined by library staff.
- I am responsible for my own materials. I will only drop off / pick up materials under my own name. I will not attempt to drop off / pick up materials for other patrons.
- 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 the library is under no obligation to complete my service request in any specified amount of time.
- I understand that I must drop off my materials within 7 days of completing a service request form and that failure to do so will void my request until a new service request form is completed.
- I understand that I should pick up my materials within 7 days of notification of conversion completion, or make different arrangements with Library staff for an extension of time or extraordinary circumstances.
- I understand that if I do not pick up my materials with the 30-day 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 understand that the library reserves the right to refuse my request to convert my materials for any reason.
- 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.
- I agree that I have read and understand this form and have filled it out to the best of my knowledge.