

# VHS to DVD Conversion Policy, Agreement Form and FAQ

## Frequently Asked Question

### **How does the VHS to DVD converter service work?**

Our VHS to DVD converter records your VHS tape onto a computer via a VCR player and then burns the recorded file onto a blank DVD-R disc. It can also be saved digitally as an MPEG file. The entirety of the VHS tape must be played as it records, so process times vary.

### **Does one VHS tape equal one DVD disc?**

Not necessarily. Our DVD discs hold about 120 minutes of recorded materials, so if your VHS tape is longer, your video may have to be recorded onto more than one disc.

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

No, the library cannot convert any VHS tape that has been copyrighted. Copyrighted materials include, but are not limited to feature films and TV shows. We can only convert home movies or VHS tapes that you have personally recorded, like family home movies. If you are unsure about the copyright status of an item, contact the library and a staff member will be able to assist you.

### **How much does the service cost?**

The service is free, but we do charge a \$1.00 fee for each DVD. This fee is nonrefundable and paid at pickup. Alternatively, you may provide your own blank DVD-R disc, provided there is enough space and time on the disc(s).

### **How to I utilize this service?**

This service is available to Ramsey library card holders only. You may drop off one (1) VHS tape at a time and a staff member will convert it for you. Please allow up to two (2) weeks for your VHS tape to be converted. We hope to provide service earlier than two weeks, but can't guarantee this at all times. Sign our agreement form and provide the requested contact information. You will need to present your Ramsey Library Card at this time as well. Once completed, a staff member will contact you to pick up your VHS and converted DVD. Please bring your library card with you to show when picking up your DVD and VHS.

### **Additional Notes**

The library is not responsible for the success of the conversion project. Note that VHS tapes can suffer wear and degradation over time. The library is not responsible for any damage to a VHS that may occur during the process. It is at the discretion of library staff to deny use of the converter based upon material deemed illegal or inappropriate.

### **For further questions:**

Please contact the library via [latham@ramsey.bccls.org](mailto:latham@ramsey.bccls.org) or 201-327-1445.

## VHS to DVD Converter Policy

1. The library reserves the right to deny use of the equipment or copying of materials deemed inappropriate or illegal.
2. The converter is available only to Ramsey Free Public Library cardholders. A Ramsey Library card must be presented at the time of drop off and pick of VHS/DVDs.
3. It is expressly prohibited to convert any VHS tapes that violates or infringes upon a patent, trademark, or other proprietary use. Use of the converter and associated equipment shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material.
4. The library does not guarantee a successful conversion.
5. The library is not responsible for any damage that occurs to VHS tapes during the conversion process.
6. If using a DVD from the library, a fee of \$1.00 for each DVD is required upon pick-up.
7. The quality of the DVD will depend upon the quality of the VHS tape recording.
8. DVDs and/or VHS tapes that are not picked up after 30 days will be discarded.
9. A fee of \$1.00 will be charged to the patron's record after 30 days for each unclaimed disc.

## Agreement Form

By signing this policy, I understand the terms and agree to abide by them when using the converter and related software.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contact and VHS Information

Name: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Length of Video: \_\_\_\_\_ minutes (fill this out if length is known)