

Hustisford Community Library

Digital Conversion Policy

Purpose:

The Hustisford Community Library offers digital conversion to enable patrons to keep up with changing technology to preserve past projects and memories.

Lawful Use:

The Hustisford Community Library digital conversion may only be used for lawful purposes. It is illegal to convert items covered by copyright, patent or trademark protection because that would violate another's intellectual property.

Content that will not be digitized includes, but is not limited to, materials and objects that:

- a. Are prohibited by local, state, or federal law
- b. Are in violation of the library's code of conduct
- c. Are unsafe, harmful, dangerous, or which pose a threat to the well-being of others
- d. Are obscene or otherwise inappropriate for the library environment

Supervision, Security and Access

A designated staff member will digitize the material provided. We will make every effort to ensure that the media being digitized is returned intact.

The user of this service must agree in advance of the risk inherent in converting materials, especially items which are in fragile condition, and cannot hold the Village of Hustisford, the Town of Hustisford, The Hustisford Community Library and its staff at fault if unforeseen or unavoidable damage occurs to the original item.

The Hustisford Community Library will not share your conversion history with any outside third party, unless required to do so by law or court order.

The Hustisford Community Library

Digital Conversion Rules and Procedures

1. Currently the library is able to digitize the following formats: VHS and Cassette Tape. A designated member of the library staff will digitize the material.
2. Priority conversion of material will be given to the library, Town of Hustisford, and Village of Hustisford.
3. Patron conversion is on a first-come, first-served basis and will be coordinated by the library staff. No more than three films or items will be converted in one booking.
4. Patrons should point out any possible issues or areas of concern with the material to be digitized. The designated library member and patron will discuss any potential problems, such as fragility of the original item or prior damage, which may be exacerbated during the digitization process.
5. The digitization process occurs at the main library reference desk where staff interact with the public and other library work tasks are performed. Space is severely limited and privacy of digitization of a patron's material cannot be guaranteed.
6. Digitization of material is not an essential service and thus the library will charge a fee for this service. The cost of the digitization services are as follows
 - a. VHS Tape Conversion \$15 per VHS Tape
 - b. Audio Cassette Conversion \$6 per audio cassette tape
7. A fee of \$2.00 will be charged for each USB Flash Drive that is needed and the fee will be due upon pick up of the completed conversion. The USB Flash drive we offer holds up to 8GB of data. Patrons will not be allowed to supply their own flash drives as the library cannot take the risk of inadvertently introducing a virus to library computers.