

## Digitization Station Conditions of Use

All users of the Station must:

- Be at least 16 years of age. Younger users are welcome to use the Station with an accompanying adult 18+.
- Have a Larsen-Sant Library card in good standing (not expired and with accumulated fees of less than \$5).
- Be present at all times during the reservation. Converting is “real time,” so a 2-hour VHS conversion will take 2 hours, not including the time it takes to burn a file to a DVD (about 10 minutes per hour of video).
- Adhere to the Larsen-Sant Library’s [Code of Conduct](#) Policy.
- Leave a photo ID or library card with staff for the duration of the reservation.
- Abide by copyright laws. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement.
- Follow all manufacturer guidelines for equipment use.
- Understand that any files left on the Station computer will be deleted once your reservation ends.
- Meet with a staff person before and after the reservation time to determine the condition of the equipment.
- Follow food and drink policy. Food near the Station is not permitted.
- Accept full financial responsibility for equipment and agree to pay all costs associated with damage beyond normal wear and tear or loss of equipment and peripherals while in use, whether caused by inappropriate use or negligence.

The Larsen-Sant Library is not liable for any loss or damage sustained, or expense incurred, to media as a result of using Station equipment.

The Larsen-Sant Library is not responsible for equipment or files (digital or print) left behind.

The Larsen-Sant Library reserves the right to modify these Conditions of Use at any time.

## Suggested Request to Use

### Request to Use the Conversion Station

Please fill out the form below to request your Station appointment. A staff member will contact you as soon as possible.

For returning users, please [email](#) or call Cari @ 970-683-2408 to reserve Station time. **Please note the library is not currently offering equipment training orientations due to necessary social distancing requirements and the small room housing the station. You can use the station, but it will be on your own, using the step-by-step manual provided in the room.**

- Name\*

First  Last

- How would you like us to contact you?\*

- Larsen County Library card number:\*

A Mesa County Library card is required to use the Digital Conversion Station.

- Which parts of the Digital Conversion Station are you interested in using? (mark all that apply)
  - VHS to DVD (or digital file)
  - VHS-C to DVD (or digital file)
  - Photo Scanner
  - Negative Scanner (35mm strips)
  - Negative Scanner (medium format strips)
  - Slide Scanner (35mm)
  - Cassette to Mp3
  - Vinyl to Mp3
  - Card Reader (SD, micro SD, etc.)
  - 3 1/2" Floppy Disk Reader
- How many hours would you like to book? (4 hours MAX, depending on availability--see calendar)\*