



VHS TO DIGITAL STATION AGREEMENT

The VHS to Digital Station at the Muskingum County Library System (MCLS) provides patrons with free access to the technology for digitizing VHS tapes. Please review the guidelines below. Acceptance of and compliance with these provisions is required to use the space and equipment provided.

GUIDELINES:

1. Before using the VHS to Digital Station, patrons must have a valid MCLS library card.
2. MCLS will not be held responsible if a patron's personal property or project is destroyed or does not work.
3. Patrons agree to immediately discontinue use and notify MCLS staff to report any accident or incident that occurs with the VHS to Digital equipment, including any damage or disrepair found with the equipment.
4. Patrons should use the VHS to Digital Station courteously, reasonably, and responsibly. When using the equipment, please limit your use to 4 hours daily if others are waiting.
5. Patrons must follow the MCLS patron code of conduct when using the VHS to Digital Station. Thus, patrons may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. MCLS reserves the right to halt, delete, or disallow the creation of items that violate library policy.
6. Patrons must be present at all times while using the VHS to Digital Station.
7. Patrons will abide by the copyright law of the United States (Title 17, U.S. Code). Patrons are responsible for any infringement and are responsible for obtaining their own protections for any intellectual property digitized with the VHS to Digital Station.
8. MCLS does not and cannot store digitized content for patrons. All digitized video files are deleted from the VHS to Digital Station when the computer is restarted, which occurs automatically every night.
9. It is the responsibility of each patron to store their digitized video files after recording. Patrons are encouraged to bring a USB flash drive to store their completed digital video files. If you do not have a USB flash drive, MCLS has 1 GB USB flash drives available for purchase from the Circulation desk for \$6. Alternatively, you can upload your video files to an online cloud storage service.



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Several cloud storage services offer a small amount of free storage space like Google Drive, Dropbox, or YouTube. Please speak with a staff member if you need more information about online cloud storage.

ACCEPTANCE:

I, the undersigned, acknowledge that I have read, understand, and agree to follow the guidelines as written within this agreement.

Patron's Printed Name: _____ Library Barcode: _____

Patron's Signature: _____ Date: _____

Staff Witness: _____ Date: _____