

Policy Statement

The preservation station includes an image scanner and video transfer station. They allow patrons to make digital copies of print and media.

Regulations

1. Photo and Document Preservation: the scanner can take a digital picture of the item and it can be saved to a USB drive or burned to a DVD-RW.
2. Video Preservation Station: allows patrons to copy, edit and digitize personal (non-copywrited) videos and slides.
3. Training is required to use this equipment. Patrons may reserve time for training, and after training may reserve a time for using the equipment in-house. The equipment will only be available if a trained staff member is on duty.
4. Patrons should come prepared to save their work onto a DVD-RW, portable hard drive, flash or cloud drive. Video transfer can be a timely process. Patrons should allow at least 2-3 hours to completely copy 1 VHS tape.

Approved: March 2016
Comstock Township Library Board of Trustees