

PALOS HEIGHTS PUBLIC LIBRARY

VHS TO DVD CONVERSION POLICY

The Palos Heights Public Library offers to its patrons the service of transferring the content of VHS tapes to DVDs pursuant to the following conditions:

1. Library staff will handle the conversion procedure as follows:
 - a. Library staff will receive the patron's videocassette, blank DVD, and record the patron's name and contact information.
 - b. Library staff will copy the entirety of the content of the videocassette onto the disc.
 - c. Library staff will contact the patron once the conversion has been completed and the items are ready to be picked up.
2. If a patron is unable to provide a blank disc, one may be purchased from the library for \$0.50. There is no charge for the conversion itself.
3. Content is strictly limited to **non-copyrighted material**. This service is intended as a way for people to create a digital copy of personal video recordings, such as home movies. This is not intended as a way for people to convert popular movie collections to DVD format as this would constitute a violation of copyright law.
4. Staff will take great care to return all VHS tapes in the condition in which they were submitted for conversion. The user of this service agrees to recognize this risk and hold the library and its staff harmless if any unforeseeable damage comes to that property.
5. The library requires two full business days for the conversion of each videocassette. A business day is defined as a single weekday, Monday thru Friday, excluding holidays. For example, a patron dropping off one videocassette will be able to pick up the DVD and original videocassette by 5pm on the second business day after it has been dropped off. Likewise, a person dropping off two VHS cassettes to be converted on a Wednesday can expect to have them ready to be picked up by 5pm the following Tuesday.

ADOPTED: 3/17/16