



The Stokes Brown Public Library VHS/DVDs Digitization Policies and Procedures

The Stokes Brown Public Library's VHS/DVDs digitization equipment is available to the public to make digital reproductions of their personal VHS/DVDs.

- The VHS/DVD digitization may be used for lawful purposes only. Patrons will not be permitted to use the converter for material that is:
 - Prohibited by local, state, or federal law.
 - Obscene or otherwise inappropriate items for the library environment.
 - In violation of another's intellectual property rights. (i.e., materials that are subject to copyright, patent, or trademark protections.)
- The Library reserves the right to refuse the use of digitization equipment for any reason
- Availability of digitization equipment is not assured and patrons are encouraged to reserve time on the computer in advance.
- Patrons are expected to:
 - Provide their own materials for digitization and their own digital media storage device, i.e., CD/DVD, flash drive, or portable hard drive.
 - Digitize their own materials; Library Staff are only available to prepare any equipment and provide basic troubleshooting services.
 - Finish any digitization efforts 15 minutes before the close of the library.
- The Library is not held responsible for any damages that may occur during the digitizing process.
- I understand that VHS/DVDs kept in improper storage may require professional restoration that is beyond the scope of the equipment and services provided by the Library.

Disclaimer

By signing this Policy, I indicate that I understand the terms of The Stokes Brown Public Library VHS/DVDs Digitization Policies and Procedures and agree to abide by it when using the equipment. I relinquish any responsibility on behalf of the Stokes Brown Public Library's liability in the converting process or the use of the digitized material.

Printed Name _____ Signature _____ Date _____

APPROVED: 5/8/2026