

## Media Conversion

Media conversion equipment is to be used by designated Sayville Library staff only. A Library staff member will contact the patron within three (3) days with an estimate of the conversion cost and time of completion.

Patrons must first fill out a *Media Conversion Release Waiver* before any work can be done.

Conversions offered:

- VHS to DVD
- VHS to digital video format (mp4, avi)
- Audio Cassette to CD
- Audio Cassette to digital audio format (mp3, wav)
- Photos to digital

Patrons can provide their own media or purchase it from the Library.

The Sayville Library does not guarantee a successful conversion since the quality of the original material influences the end result.

### **PROHIBITED MEDIA CONVERSIONS:**

The Library reserves the right to deny any media conversion. Media conversions that would violate copyright or other laws will be denied.

### **COST:**

Approved media conversion submissions will be charged as per current rate schedule. Payment for all conversions is due upon retrieving your media. Payments must be made at the Circulation Desk. Patron provided transfer materials will not be charged any fees.

### **RETRIEVING PRINTS:**

Library staff will contact the patron when the conversion is complete. After 14 days, the Library will dispose of any media being held for a patron.

Conversion of media dropped off for staff conversion is completed based on availability of staff and equipment.

### **LIABILITY:**

The Sayville Library is not liable for damage to the original media, damage that may occur during the media conversion process or to the converted media.