

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:

All media conversion submissions, if approved, will be charged \$2.00 per DVD and \$1.00 per CD transfer. Payment for all conversions is due upon retrieving your media. Payments must be made at the Circulation Desk.

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.