

VHS Conversion Policy, Agreement Form and FAQ

2023

Frequently Asked Question

How does the VHS conversion service work?

Our VHS conversion service records your VHS tape onto a computer via a VCR player and then transfers the recording to a USB drive. The entirety of the VHS tape must be played as it records, so process times vary.

What kinds of VHS tapes can be converted?

At this time, the library is able to convert standard VHS tapes as well as VHS-C. The library does not have the available equipment to convert other types of VHS formats, including but not limited to Hi-8 and Digital 8.

May I convert my VHS copy of a feature film or TV show?

No, the library cannot convert any VHS tape that has been copyrighted. Copyrighted materials include, but are not limited to feature films and TV shows. We can only convert home movies or VHS tapes that you have personally recorded, like family home movies. If you are unsure about the copyright status of an item, contact the library and a staff member will be able to assist you.

How much does the service cost?

The service is free, but we do charge a \$5.00 fee for each USB drive. This fee is nonrefundable and paid at pickup. Alternatively, you may provide your own blank USB drive, which should have at least 16 gigabytes of available storage.

How to I utilize this service?

This service is available to Ramsey library card holders only. You may drop off one (1) VHS tape at a time and a staff member will convert it for you. Please allow up to two (2) weeks for your VHS tape to be converted. We hope to provide service earlier than two weeks, but can't guarantee this at all times. Sign our agreement form and provide the requested contact information. You will need to present your Ramsey Library Card at this time as well. Once completed, a staff member will contact you to pick up your VHS and USB drive with the converted recording. Please bring your library card with you to show when picking up your VHS and USB drive.

Additional Notes

The library is not responsible for the success of the conversion project. Note that VHS tapes can suffer wear and degradation over time. The library is not responsible for any damage to a VHS that may occur during the process. It is at the discretion of library staff to deny use of the converter based upon material deemed illegal or inappropriate.

For further questions:

Please contact the library via latham@ramsey.bccls.org or 201-327-1445.

VHS Conversion Policy

1. The library reserves the right to deny use of the equipment or copying of materials deemed inappropriate or illegal.
2. The converter is available only to Ramsey Free Public Library cardholders. A Ramsey Library card must be presented at the time of drop off and pick of VHS/USB drives.
3. It is expressly prohibited to convert any VHS tapes that violates or infringes upon a patent, trademark, or other proprietary use. Use of the converter and associated equipment shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material.
4. The library does not guarantee a successful conversion.
5. The library is not responsible for any damage that occurs to VHS tapes during the conversion process.
6. If using a USB drive from the library, a fee of \$5.00 for each USB drive that is required upon pick-up. Payment can be made only via cash or check.
7. The quality of the converted file will depend upon the quality of the VHS tape recording.
8. USB drives and/or VHS tapes that are not picked up after 30 days will be discarded.
9. A fee of \$1.00 will be charged to the patron's record after 30 days for each unclaimed USB drive.
10. All files that have been converted using this service will be deleted as soon the file is transferred to a USB drive for the patron.

Agreement Form

By signing this policy, I understand the terms and agree to abide by them when using the converter and related software.

Print Name: _____

Signature: _____ Date: _____

Contact and VHS Information

Name: _____ Library Card Number: _____

Phone Number: _____

Email Address: _____

Length of Video: _____ minutes (fill this out if length is known)

Approved by the Ramsey Free Public Library Board of Trustees on Monday, September 11th, 2023.