



# VHS CASSETTE TO ~~DVD~~ DIGITAL FORMAT CONVERSION POLICY

The Palos Heights Public Library offers to its patrons the service of transferring the content of VHS cassettes to digital formats (via ~~DVDs or other~~ portable media drive) pursuant to the following conditions:

1. Library staff will handle the conversion procedure as follows:
  - a. Library staff will receive the patron's VHS cassette, ~~blank DVD and/or~~ portable media drive (minimum ~~4.03-0~~ GB of space), and record the patron's name and contact information.
  - b. Library staff will copy the entirety of the content of the VHS cassette onto the portable media~~DVD and/or save~~ drive.
  - 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 DVD or~~ portable media drive, one ~~blank DVD may be purchased from the library for \$0.50 or one flash drive (8GB) for \$5.00.~~ There is no charge for the conversion itself.
3. Content is strictly limited to non-copyrighted material. This service is intended to create a digital copy of personal video recordings, such as home movies. This is not intended to convert popular movie collections to a digital format as this would constitute a violation of copyright law.
4. Staff will take great care to return all VHS cassettes in the condition in which they were submitted for conversion. The user of this service agrees to recognize ~~theis~~ risk of damage to a VHS cassette during this process and holds 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 VHS cassette. A business day is defined as a single weekday, Monday thru Friday, excluding holidays. For example, a patron dropping off one VHS cassette will be able to pick up the digitized copy and original VHS cassette 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.

Approved: March 2016

Revised: May 2026