

## **VHS to DVD Converter- Basic Information**

### **How does the VHS to DVD Converter work?**

Our VHS to DVD converter records your VHS tape onto a computer via a VCR player and then burns the recorded file onto a blank DVD-R disc. It can also be saved digitally as an MPEG file. The entirety of the VHS tape must be played as it records, so process time varies.

### **Does one VHS tape equal one DVD disc?**

Not necessarily. Our DVD discs hold about 120 minutes of recorded material, so if your VHS tape is longer, your video may have to be recorded onto more than one disc.

### **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. If you are unsure about the copyright status of an item, a librarian or staff member will help you.

### **How much does this service cost?**

The service is free, but we do charge \$1.00 for each DVD. This fee is nonrefundable and paid at pickup. Alternatively, you may provide your own blank DVD-R disc, provided that there is enough space and time on the disc(s).

### **How do I utilize this service?**

You may drop off one (1) VHS tape at a time and a staff member will convert it for you. Allow up to two (2) weeks for your VHS tape to be converted. Sign our policy and fill out the contact form; we will contact you when your tape and DVDs are ready to be picked up.

The library staff is not responsible for the success of the conversion project. Quality of the DVD depends on the quality of the VHS tape. 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 email at [glrkirc@bccls.org](mailto:glrkirc@bccls.org) or 201-670-3970.



### VHS to DVD Converter Policy & Contact Form

- A. The library reserves the right to deny use of the equipment or copying of materials deemed inappropriate or illegal.
- B. The converter service is only available to Glen Rock Public Library cardholders.
- C. 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.
- D. The library does not guarantee a successful conversion.
- E. If using a DVD from the library, a fee of \$1.00 for each DVD is required upon pick-up.
- F. The quality of the DVD will depend upon the quality of the VHS tape recording.
- G. DVDs and/or VHS tapes that are not picked up after 30 days will be moved to the Glen Rock Public Library Lost & Found and discarded after a period of 14 days.
- H. A fee of \$1.00 will be charged to the patron's record after 30 days for each unclaimed disc.

***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: 29110\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Title & Description of Video:

Length of Video: \_\_\_\_\_