

Home Media Conversion Technology Policy

The Jamestown Philomenian Library offers home media conversion devices for in-library use. By using these devices, the patron agrees to abide by the following policies and terms of use, as well as the Public Code of Conduct. Library staff have full authority to enforce these policies, and to deny usage of the devices at their discretion.

Patron Use of Home Media Conversion Devices

Patrons must be 18 years of age or older, and possess a valid Ocean State Libraries card in good standing (no fines or overdue materials on the record) to use the home media conversion technology. Usage of these devices is to be carried out in the library and by appointment only. The home media conversion devices will not be checked out, and walk-ins are not permitted. Patrons are given a laptop with the required software installed to convert the media for the duration of their appointment.

Devices and Accepted Media Formats

The library possesses the following home media conversion devices for patron use. The accepted media formats that each conversion device is compatible with are listed.

- Epson Perfection V600 Photo Scanner:
 - 35 mm film strips
 - Medium format film
 - 35 mm slides
 - Photos and documents up to 8.5" x 11.7"
- Funai VHS to DVD Converter:
 - VHS tapes
 - VHS-C tapes
- ION Profile Pro USB Turntable:
 - 33 RPM LPs
 - 45 RPM LPS
- ION Tape 2 PC Converter:
 - Audio cassette tapes

Quality of Media Disclaimer

Media that is damaged, deteriorated, or poor quality will have the same quality and issues in the converted file. The library and its home media conversion devices are not able to fix or enhance poor quality analog media.

File Storage Methods

All devices will convert media into digital files with the exception of the VHS to DVD scanner. Files will need to be transferred onto a USB thumb drive, or saved to a patron's personal cloud storage or email. The library cannot save files onto the computers for later usage, and we do not provide USB thumb drives due to varying storage needs for each patron.

Converted files may require large amounts of storage if a patron is converting many pieces of home media. The patron is responsible for acquiring storage that can accommodate the number of files they convert.

The library offers blank DVD-R discs for VHS to DVD conversion. These discs are \$1 each, and can be purchased with cash at the point of service.

Copyrighted Works

The Jamestown Philomenian Library's home media conversion devices are provided for the conversion of home media created by the patron only. Use of these devices to convert media that would infringe upon copyright, patents, or trademarks is prohibited. Patrons can refer to Title 17 of the U.S. Code, which governs copyright law, for more information.

The library is not liable or responsible for any copyright infringements committed by patrons through the use of our home media conversion devices.

Unacceptable Uses

Patrons must abide by local, state and/or federal statutes, as well as the library's Public Code of Conduct while using the conversion devices.

Usage of a machine is prohibited if the media to be converted:

- Violates copyright, patents, or trademarks
- Violates local, state, and/or federal law
- Violates the library's Public Code of Conduct
- Is obscene or inappropriate for a library environment
- Is harmful or poses a danger to the well-being of others

Appointment and Waiver Requirements

Patrons can call the library or visit the circulation desk to make an appointment to use the library's home media conversion devices. No same-day appointments or walk-ins will be permitted.

Patrons must sign a Home Media Conversion Technology Waiver before they will be permitted to use the devices. A government ID or equivalent must be left at the circulation desk at the beginning of the patron's appointment and retrieved when the conversion device is returned to staff.

Patrons will be permitted a maximum of 3 hours per day due to staffing and room availability. All video and audio media are converted in real time; a 20-minute home video tape will take 20 minutes to convert. While using the machines, patrons may not leave the machine unattended except for short breaks. Some forms of media require more monitoring than others during the process of conversion. We ask that patrons stay in the room to ensure that media conversion goes as smoothly as possible.

Assistance

A librarian or staff member will be available during a patron's first appointment with a conversion device to teach them how to use the device and its software. After this initial appointment, staff will be available for questions, but cannot convert media for, or stay in the room with, patrons. Staff have limited availability due to other duties but will make a reasonable effort to assist patrons with their questions regarding our home media conversion devices.

Patron Privacy

Patrons will use a library-provided laptop with the appropriate software installed for each device. Converted files will be briefly saved onto this laptop while the patron is using the laptop. For the privacy of patrons' home media and memories, software is installed on these laptops that will wipe any files from the previous user upon reboot. Files cannot be saved for later use. Once the laptop is rebooted, the files are permanently deleted. We recommend checking that files have been saved onto your personal storage device or cloud before logging out.

The library cannot access or recover conversion files once a patron has logged out of the provided laptop.

Board approved: 12/16/25