

## **NORELIUS COMMUNITY LIBRARY**

### **MAKER SPACES**

#### **VHS TAPES/DVDs CONVERSION ELECTRONIC RECORDING MACHINE**

The following guidelines regarding the VHS Tapes/DVDs Conversion Machine will be observed:

The library now carries an electronic machine that converts VHS tapes onto DVD disc(s). This machine uses electronic format to transfer/burn the VHS images on the DVD disc(s). The normal time of conversion reflects the length of the VHS tape. If the tape has recorded 6 hrs. of material it will take 6 hrs. to convert the VHS tape to DVD disc(s).

The conversion process may take more than 1 or 2 DVD disc(s) as the process continues. This machine is relatively easy to use. Staff will instruct the patrons on the individual use of the machine. A set of written instructions will also be available for ready reference. The staff will be available to assist in the conversion process. However, the patrons should be directly involved with the conversion process.

Fee of \$2.00 per disc if patron makes the conversion, \$5.00 per disc if library staff makes the conversion.

Use of the VHS/DVD Conversion machine is done at the patron's discretion. The library will not be held liable or responsible for mistakes, the destruction of the VHS/DVDs in the processing of the conversion attempts or any injuries sustained during the operation of the machine.

Approved July 23, 2024