Worth-Pinkham Memorial Library
Media Digitization Service Policy & Agreement

Approved by the Board of Trustees February 23, 2026

Worth-Pinkham Memorial Library offers a media digitization service in order to assist our community in preserving personal records and memories. This includes photo prints and film in the form of VHS tapes, 8mm, and Super 8 film reels.

- Personal/ non-copyrighted items only
- Trained library staff will be responsible for implementing this service.
- Those who agree to utilize this service consent to release the Library from any responsibility for loss of or damage to materials.

Photo Prints

Patrons may bring personal/ family photo prints for digitization in a maximum quantity of 100 at a time. Acceptable sizes include 3 x 5, 4 x 6, and 5 x 7.

Larger photos and specialty or instant photos, including Polaroids, are ineligible for this service as they are incompatible with the Library's equipment. Photos must be free from folds, crinkles, torn edges, and any adhesive residue or stickiness.

VHS Tapes

Patrons may bring in a maximum of two (2) VHS tapes at a time for digitization. Compact tapes such as VHS-C require a patron-provided adapter tape.

Tapes must be free from damage or degradation.

8mm and Super 8 Reels

Patrons may bring in 8mm or Super 8 film reels for digitization. If the reel is 3-5", up to two (2) may be dropped off at a time. If the reel is 7-9", only one (1) may be dropped off at a time. If a patron is not sure which film type they have, the Library will help make that determination.

Film reels are subject to a basic inspection by trained staff members to determine if the condition of the film allows for safe handling; see the U.S. National Archives and Records Administration motion picture film guidance.

Eligible Media

This service is intended for digitization of personally created media. Media must meet the specifications described in this document.

Copyright Law of the United States governs the making of reproductions of copyrighted material. Media will not be digitized if it is libelous, obscene, offensive, threatening, defamatory, abusive, hateful, or otherwise violates state or federal laws or the rights of a third party. Patrons may be barred from further use of this service if unlawful media is submitted.

Patrons should **avoid** bringing in tapes or film for digitization if they are unsure of or concerned about the physical condition.

Media may be returned to the patron without digitization if it is damaged, in poor condition, incompatible with the Library's equipment, or otherwise unfit for the service.

Quality and Editing

The quality of digitized media will depend upon the quality of the original materials and the capability of the Library's equipment. There is no guarantee of clarity, resolution, or definition.

The Library neither edits nor restores digitized photos or film.

Liability Limitation

The Library is not responsible for any losses, damages, obligations, or liabilities directly or indirectly related to the use of its equipment and information resources.

Original media submitted for digitization may not survive the process.

Privacy

The Library respects and prioritizes patron privacy. Digitization is performed by trained staff members in a shared staff office. The Library does not store digital files in the cloud and will not retain digital copies of files after the successful transfer to a flash drive.

Flash Drives

Physical media given to the Library for digitization will be transferred onto a flash drive after the process is completed. Photos will be saved as .jpeg files and film will be saved as .mp4 files.

While the digitization service itself is free of charge, patrons will have to pay a fee of $5 for a Library provided USB flash drive. The flash drive can be brought back repeatedly for digitization of more materials – as much as the storage allows.

If a patron wishes to bypass the fee, then they can bring in their own blank USB flash drive. However, it must have sufficient storage space for the digitized media files. If there is not enough storage space available, the Library reserves the right to issue a Library-provided flash drive and the corresponding fee.

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Appendix

Media Digitization Service Agreement Form

Worth-Pinkham Memorial Library offers a media digitization service in order to assist our community in preserving personal records and memories. This includes photo prints and film in the form of VHS tapes, 8mm, and Super 8 film reels. This service is available only to Worth-Pinkham Memorial Library cardholders.

- The Library reserves the right to deny the digitization of materials that do not comply with the Media Digitization Service Policy & Agreement.
- I understand that the Library does not guarantee successful digitization of media.
- The Library is not responsible for any losses, damages, obligations, or liabilities directly or indirectly related to the use of its equipment and information resources.
- By submitting materials to the Library for digitization, I represent and warrant that no materials submitted are in violation of any copyright laws, federal laws, or state laws. No materials submitted are libelous, obscene, offensive, threatening, defamatory, abusive, hateful, or otherwise violate the rights of a third party.
- If opting to use the USB flash drive provided by the Library, the $5 fee must be paid when materials are dropped off.
- A USB flash drive brought from home must have sufficient storage space available for use.

By signing this form, I confirm that I have read, understand, and agree to this document and the Media Digitization Service Policy.

Print Name: _____

Signature: _____ Date: _____