

AV Media Digital Conversion Request Form

Name: _____
 Address: _____
 Library Card #: _____
 Phone #: _____
 Email: _____

Type and quantity of media pieces submitted

(please specify)

___ VHS ___ Cassette ___ LP ___ Other: _____
 ___ # ___ # ___ # ___ #

Requirements

- 1.) Patron must read, accept, and sign the AV Media Digital Conversion Waiver and Release form prior to depositing media for conversion.
- 2.) Media must be submitted inside a clean box or rigid container, in good physical condition, with a top or cover which is able to be properly closed.
 - a. Barrington Public Library reserves the right to refuse media which, at the sole discretion of Barrington Public Library, is not inside a clean box or rigid container, in good physical condition, with a top or cover which is able to be properly closed
- 3.) Media must be clean and in good physical and functional condition.
 - a. Barrington Public Library reserves the right to refuse media which, at the sole discretion of Barrington Public Library, is not clean and in good physical and functional condition.
- 4.) Patron may submit up to 12 pieces of media per calendar year.
- 5.) Patron must provide a flash drive to store converted media - 32GB recommended size.
- 6.) Patron must retrieve all property, including original media, when conversion is complete, within 30 days of notice to Patron of Media Digital Conversion services completion. Barrington Public Library is not responsible for any patron property which is not retrieved within 30 days of notice to Patron.
 - a. Patron will be notified using the primary communication method indicated in their Library Card record when Media Digital Conversion services are complete.
 - b. Patron will be notified one additional time approximately 15 days after Media Digital Conversion services completion date.
 - c. **30 days after Media Digital Conversion services are complete, all Patron property, including media digital conversion files, original media, cases, boxes, packages, and all other associated or accessory property, will be discarded.**



AV Media Digital Conversion Waiver and Release Agreement

This waiver and release is made today, ____ / ____ / ____ , by and between (Patron full name printed) _____ and Barrington Public Library.

- 1.) Patron and anyone claiming on behalf of Patron acknowledges that permanent damage or destruction of Patron provided media may occur during the process of, or actions associated with, Media Digital Conversion services. This may result in a complete loss of any content recorded on the media with no converted copy available.
- 2.) Patron and anyone claiming on behalf of Patron releases and forever discharges Barrington Public Library, its affiliates, successors and assigns, officers, employees, representatives, partners, agents and anyone claiming through them, in their individual, personal, and/or official capacities, from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature and kind, known or unknown, which Patron has or ever had or may in the future have against Barrington Public Library arising out of, or relating to, Media Digital Conversion services.
- 3.) Patron acknowledges and affirms that they are the author of the work, as defined under the copyright law of the United States (Title 17, U.S. Code).
- 4.) Patron acknowledges and affirms that their request for Media Digital Conversion services at Barrington Public Library, fully complies with and does not violate any provisions, rules, guidelines, or laws, as outlined in Title 17 of the U.S. Code, or any other applicable State, Federal or Local laws.
- 5.) Patron accepts, acknowledges, and agrees to all requirements for Media Digital Conversion services, as outlined on the AV Media Digital Conversion Request Form.

Signature of Patron: _____ Date: _____

Name of Patron (please print): _____

Address of Patron (please print): _____

Patron Library Card #: _____