

Florida Public Library VHS to DVD Transfer Policy

The Florida Public Library provides VHS to DVD transfers for the convenience of Library patrons. Charges are \$10 per DVD. Payment is due before service is provided. One DVD can hold 2 hours of tape. If the footage is longer than 2 hours, the footage will be split onto separate DVDs and the patron will be responsible for an additional \$5 per DVD copied.

Multiple copies of a VHS can be made at the same rate as above (\$10 for first copy of the DVD and \$5 for each additional DVD.) The Library can copy from VHS only (no VHS-C, S-VHS, 8mm videotape, Hi-8, Digital 8, MiniDV, Beta Max). The Library provides the DVD in a sleeve labeled with the patron's name and choice of title. The Library does not repair videotape, nor edit content. The expected time of service is 2 weeks from the time the patron submits the VHS material.

The Florida Public Library is not liable for any loss or damage to the patron's tape. The patron must declare that all materials submitted to the Library for transfer are not in violation of any copyright laws. If the VHS was created by a professional, then the patron needs to obtain the written permission of that person to copy the VHS before the Library can proceed. Media containing obscene or illegal content will not be processed. If a patron is not satisfied with the order, the Library will make one additional attempt to transfer it and attain a quality level as close as possible to the original source quality. VHS to DVD transfer orders are non-refundable. The Florida Public Library is not responsible for media left over 30 days.

I have read and I agree to the service policies above.

Signature

Date

Approved by the Board of Trustees

October 5, 2015

Revised January 2, 2017

Revised September 11, 2017

Re-adopted June 7, 2021, June 1, 2026

VHS to DVD Form

Name _____ Date _____

Home Phone _____ Cell Phone _____

Date VHS received _____ By staff member (initials) _____

Title on DVD and sleeve label (limited to 10 characters)

Number of DVD Copies Requested (\$10/copy; \$5/additional DVD) _____

(Payment due before service is rendered.)

How many hours on VHS? _____

(If over 2 hours, then \$5 per additional DVD will be charged. If length is not known, then payment for additional DVDs is collected after service completed.)

FPL Staff Notes

