

## Videotape Conversion Policy and Form

The Chambers County Library System has software that converts VHS & 8mm tapes to DVD. Library staff will accept tapes to convert with the following restrictions:

- > The patron understands that, in handing the item to the library, that the library system is performing a service, and will do its best to return the item in the same condition in which it was received. The library system will not accept any responsibility for damage, nor can any improvement be guaranteed.
- > A pre-paid charge of \$15.00 per tape is required before the library system will accept any items from a patron. This is nonrefundable. The cost is for the materials used, the staff time involved, and the conversion process.
- > This form, with all information filled out, must accompany the pre-paid fee and the item(s) to be converted. Checks or cash may be used. Please make checks payable to "Friends of CCLS." Staff members will route the items to the Technical Services Department on a regular schedule.
- > Conversion will be done on a regular staff schedule. Bear in mind that once delivered to the library staff, the item may not be available for a full month, and staff will not be able to provide any updates on the status of the process.
- > The library system will accept for conversion only items that are personally owned by the patron, and retains the right to refuse service for any reason. Commercial tapes cannot be copied.

Date: \_\_\_\_\_ Library Branch: CCL      JHML      MB

Name, Library Card Number, Phone Number, and E-mail Address (print):

---

Item	Item Title/Description & Format	Price
1.		\$ .00
2.		\$ .00
3.		\$ .00
4.		\$ .00
5.		\$ .00

Check # \_\_\_\_\_ Cash      Staff Initials \_\_\_\_\_ Total paid: