



Creativity Commons Video Digitization Guidelines

The Creativity Commons branch of the Vancouver Island Regional Library is currently offering VHS video digitization service while our branch is closed in effort to reduce the spread of COVID-19.

Please read and sign the following to confirm you understand and agree to the requirements and limitations of the service:

1. You must have an active library account.
2. Up to two VHS tapes may be submitted per household for digitization at one time.
3. You must provide a storage device for the digitized file (DVD or USB stick).
4. VHS tapes must not contain copyrighted material (e.g. feature films, television).
5. VHS content must not be sexual in nature.
6. If VHS content is contrary to provincial or federal law, library staff will be obligated to report it.
7. VIRL does not accept responsibility for your VHS or equipment if it is damaged or destroyed while using library equipment.*
8. Please note the digitization process can take up to two weeks and will be quarantined for 72 hours after being received and prior to pick up.
9. I have read and understood the [Creativity Commons User Agreement](#).

* VHS tapes not stored in a cool, dark and dry space are known to degrade over time and can be damaged when being played on a VHS player.

Name:

Date:

Signature:

Contact Info: (email/phone)



VHS Digitization Service

Do you have home videos on VHS you would like digitized?

We will digitize up to two VHS videos per household at a time for you!



How it Works

1. Take a Ziplock bag with an enclosed waiver.
2. Take the waiver home (see flipside of this page), complete and sign it, and put it back in the Ziplock bag with up to two VHS tapes & a storage device for the digitized video (USB stick or blank DVD disc).
3. Drop off the Ziplock bag with the completed waiver, VHS tape(s) and storage device at Harbourfront library during library open hours.
4. We will contact you when your VHS tape(s) have been digitized and quarantined* and are ready for pickup. Please allow 2-4 weeks for processing.

*Items will be quarantined for 72 hours following drop-off and prior to pick-up.