



Conversion Station Guidelines

Digital Conversion Station

Commerce Township Community Library provides equipment to preserve your history to a digital format as a public service. Our conversion station allows you to convert **slides**, **photos**, and **VHS** tapes into digital format. Make sure to bring a USB drive or you may purchase a 2GB flash drive from the library for \$7.00 to store your digital files on to take with you. The station may be used on a first come first serve basis. If you are wondering if the conversion station is available please call the adult reference desk at 248-669-8108 ext. 103. Conversion station use is capped at two hours if another patron is waiting for use. Patrons who are using the Conversion Station may not leave the building or the station unattended for long periods of time. **Patrons may not use the Conversion Station with any copyrighted material.** By using any of the equipment at the Conversion Station you accept that the library is **NOT** responsible for any damage to film slides or deletion of videos. Please ask at the Adult Reference Desk for instructions and materials for use of the Epson or Kodak Scanza machines.

Assistance Policy

Upon request to use the Conversion Station you will be provided with the materials to use the station and instructions of use for each machine. If you require assistance from a librarian to use the equipment you must make an appointment with our Book a Librarian service. **Staff currently on duty are unable to provide one on one assistance to walk in patrons who have not made an appointment through the Book a Librarian service.**

Equipment

Kodak Scanza Slide Scanner

Epson V600 Slide and Photo Scanner

Toshiba SD V296 VHS to DVD Converter

For any questions regarding these guidelines please email
adultservices@commercelibrary.info

