



Creativity Commons VHS Digitization Waiver

The Creativity Commons branch of the Vancouver Island Regional Library (VIRL) offers VHS video digitization service for all branches in the VIRL service area.

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

1. We strongly recommend that you have, or obtain, 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) with a minimum of 16 gigabytes of free space.
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 three weeks or longer.

****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.***

☐

I confirm that I am submitting non-copyrighted VHS or
VHS-C tapes ONLY

☐

I confirm that I have included a USB or storage device that
has a minimum of 16GB free space

Name:

Date:

Signature:

Contact Info: (email OR phone)

Branch:

Account #:



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. Complete the waiver on the flipside of this page, sign it, and put it back in a Ziplock bag with up to two VHS tapes & a storage device for the digitized video (USB stick or blank DVD disc) with a minimum of 16 gigabytes of free space.
2. Drop off the Ziplock bag with the completed waiver, VHS tape(s) and storage device at your nearest branch during library open hours.
3. Digitization will be completed at the Nanaimo Harbourfront branch by Creativity Common staff.
4. Staff will contact you when your VHS tape(s) have been digitized and are ready for pickup or shipment. Please allow 4+ weeks for processing.