



# MEDIA CONVERSION REQUEST FORM

<b>Name</b>	
<b>Drop-Off Date</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Number of tapes to convert</b>	
<b>Are VHS tapes labeled?</b>	Tapes <b>must be</b> labeled by patron
<b>Name of tape 1</b>	
<b>Name of tape 2</b>	
<b>Name of tape 3</b>	
<b>Digital media type requested</b>	DVD          MP4 (Flashdrive)          MP4 (cloud)
<b>Library card holder?      YES / NO</b>	Yonkers          Other Westchester library          NYPL
<b>How did you hear about this service?</b>	

### Terms of service – MUST READ

By submitting material to the Yonkers Public Library, patron agrees that Yonkers Public Library, its agents and employees, are not responsible for any loss or damage of any kind or nature to patron’s videotapes.

Patron declares all materials submitted for transfer are not in violation of any copyright laws. Patron will not hold Yonkers Public Library responsible in respect to any claims of violation of such laws. The materials submitted were either created by the patron or has permission of the copyright owner to duplicate them. If the patron does not own the copyright, it is illegal to make copies and the orders will be returned to the person unprocessed. We will put as much footage as possible on each DVD. Patrons may convert 3 video tapes per month. **I understand and accept the Terms of Service above.**

Patron signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF SIGNATURE:** \_\_\_\_\_

**\*\*\*Staff will email [mediaconversion@ypl.org](mailto:mediaconversion@ypl.org) when VHS tapes are dropped off.**