

# Poughkeepsie Public Library District

## FLIP Digital Services Material Tracking Form

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### About FLIP Digital Services

**Family Lineage Image Preservation (FLIP) Digital Services** provides scanning and transferring services for the conversion of your family images, in both still and moving formats. The service is available to Poughkeepsie Public Library District library cardholders who are 18 years of age or older and have no outstanding fines, fees, or overdue materials. There is a \$4 materials fee to use the service.

#### To Request Using FLIP Digital Services:

1. Read the Services Guidelines below for converting your family images and prepare your materials according to the guidelines.
2. Request an appointment to meet with library staff to drop off your materials by emailing **makerservices@poklib.org** and specify if you prefer a daytime, evening, or weekend appointment, and we will respond to set-up a date and time.
3. Bring the completed Tracking Form and your materials to your appointment time at the Reference Desk on the Main Floor. Allow 10-15 minutes to meet with staff to receive your materials.
4. When your materials have been digitized, and loaded onto a new USB drive, you will be contacted by email to set up an appointment to meet with a staff member to return and sign over your materials back to you. At this time you will need to pay the \$4.00 fee for the cost of the new USB drive.

### Services Guidelines

- For each request, video is limited to a total of 5 hours of runtime, and images are limited to 50 at a time. All film negatives should already be cut into strips and be in protective sleeves or envelope. Maximum size for photographs is 8.5 x 11 inches.
  - Cut 35mm film negatives should not be longer than 8.75 inches.
  - Cut 120mm film negatives should not be longer than 8.5 inches
- Please see the list of acceptable media formats. At this time, the library is not equipped to transfer motion picture film such as 8mm and 16mm home movies.
- Due to copyright considerations, you must certify that you own the rights to the material being dropped off. This means that videos cannot contain material that was recorded off of your television including sitcoms, soap operas, movies, etc., and that nobody else can claim ownership of your photographs and slides.
- There is a \$4 material fee for a new USB drive to store your digitized materials. This fee is due when you pick up your materials. Note that USB drives cannot be reused for future services since doing so poses a risk of exchanging computer viruses.
- To keep the service available to other PPLD library cardholders, there is a mandatory wait time of two weeks before submitting additional materials.

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- Materials are processed on a first-come, first-served basis. We expect to transfer and return your materials in about two weeks from. However, the service may take longer depending on staff availability and number of requests.
- We will make every effort to handle your materials with care. It is important to understand that old media formats can be temperamental, especially tape media. Tape media that was stored improperly or was previously damaged in any way by a tape machine is at greater risk for malfunction, including but not limited to tape breakage and loss of picture and sound.

### Questions?

Please direct any questions to [makerservices@poklib.org](mailto:makerservices@poklib.org)  
or call Adriance Memorial Library at (845) 485-3445 x3702  
and ask about FLIP Digital Services

### Material Guide



VHS



Hi8 /Digital 8



VHSc



Mini DV



35mm Slide



35mm negative (top); 120 mm negative (bottom)

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**Note: All fields are required.**

**Patron Name** \_\_\_\_\_ **Library Card #** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Material Instructions:** Please indicate the number of each material you are dropping off on the line. Video transfers are limited to a total of 5 hours of runtime. Images are limited to 50 at a time. Maximum size for photographs is 8.5 x 11 inches. All film negatives should already be cut and in protective sleeves or envelopes (cut lengths: 35mm = max. 8.75 inches; 120 mm = max. 8.5 inches).

Video Transfer	Image Scan
_____ VHS	_____ Photographs (up to 8.5 x 11 inches)
_____ Hi8	_____ 35mm Slides
_____ VHSc (compact)	_____ 35mm Negative
_____ Mini DV	_____ 120mm Negative (Medium Format)

### Patron Agreement

**By signing this form:**

- I have read and understood the first page describing the service guidelines.
- I understand that PPLD is not responsible for equipment malfunctions that may result in damage to my materials, and that there are risks involved in scanning and transferring materials that are old or in poor condition or old. PPLD is removed from any legal liability for equipment malfunctions that result in any damage to my materials.
- I certify that I own the rights to this material and that it is not under copyright protection by another entity.
- My account with PPLD is in good standing; I do not have any overdue materials or owe any fines to the library.
- I understand that I must wait a minimum of 2 weeks before submitting additional materials to this service.
- I understand that it may take up to 2 weeks or longer to receive my materials.

**Patron Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><b>Library Staff Use only</b></p> <p>Total materials Verified:</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Intake done by:</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<p><b>Notes:</b></p> <div style="border: 1px solid black; width: 100%; height: 100px;"></div>
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### Material Return

Please recount the materials and ensure that everything is present.

#### Video Transfer

- \_\_\_\_\_ VHS
- \_\_\_\_\_ Hi8
- \_\_\_\_\_ VHSc (compact)
- \_\_\_\_\_ Mini DV

#### Image Scan

- \_\_\_\_\_ Photographs (up to 8.5 x 11 inches)
- \_\_\_\_\_ 35mm Slides
- \_\_\_\_\_ 35mm Negative
- \_\_\_\_\_ 120mm Negative (Medium Format)

\$4 USB fee paid

Total materials Verified:

\_\_\_\_\_

**Notes:**

**Patron Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_