

Poughkeepsie Public Library District

FLIP Digital Services Material Tracking Form

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. Email us at makerservices@poklib.org and include: 1) Your full name, 2) Your library card number, and 3) The date and an estimated time you plan to drop off your materials. We will then reply to your email to confirm that we have staff available to accept your materials at that time. Please await our confirmation email before heading to the library. Material drop off can occur at Adriance Memorial Library: Monday - Thursday: 9:30am to 8:30pm; Friday - Saturday: 9:30am to 4:30pm and; Sunday: 2:30 pm to 4:30pm.
3. Bring the **completed Tracking Form** and your materials to the Circulation Desk on the Ground 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 notified by email** that your materials are ready for pick up. At this time you will need to pay the \$4 fee for the cost of the new USB drive. Pick-up times are the same as drop-off times.

Services Guidelines

- **For each request**, video is limited to a total of 5 tapes and images are limited to 100 at a time. All film negatives should already be cut into strips and be in protective sleeves or envelopes. 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. 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 from 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 waiting period after your materials are picked up. Please wait two weeks before submitting additional materials.

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- **Please only drop off one set of materials per household at a time.**
- Materials are processed on a first-come, first-served basis. The service is very popular and there is often a long turnaround time for us to get your materials back to you. Please expect to wait several weeks for us to contact you about finished materials.
- 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 in less than ideal conditions 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
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. 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 (max 5 at a time) | Image Scan (max 100 at a time) |
|----------------------------------|-------------------------------------------|
| _____ 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. 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 can only drop off one set of materials per household and that I must wait a minimum of 2 weeks before submitting additional materials once this job is completed.
- I understand that it may take **several weeks or longer** to receive my materials.

Patron Signature _____ Date _____

| | |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Library Staff Use only Total materials Verified: _____ Intake done by: _____ | Notes: |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|