The Frankfort Public Library District (FPLD) provides conversion of various media to Frankfort Public Library Cardholders. Media includes but is not limited to VHS, CD, and cassette tapes. Conversion devices are located in the West End Computer Lab.

● Reservations may be made 48 hours in advance. Please call 815-534-6173 or visit the West End Desk.

● Converters may be used for 3 hours at one time. If there is no waiting list or use does not infringe on another user's reservation, user may continue using device.

● User must remain in the FPLD building or on FPLD property during conversion. Staff are not responsible for the user's VHS tapes, DVD discs, vinyl records, cassette tapes, or other property.

● User is encouraged to provide their own media for conversion. DVDs and CDs may be purchased from the Frankfort Public Library District for $.50 each. However, DVDs and CDs may not always be in stock and available for purchase.

● The Library does not guarantee a successful conversion. The quality of material will depend on the quality of the recording. Commercially prerecorded media is encrypted with content protection that will disrupt duplication attempts.

● The Library is not responsible nor liable to any damage to the user's media.

● It is expressly prohibited to convert any media that violates or infringes upon a copyright, patent, trademark, or other proprietary use. Use of the converter, associated equipment and software shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material.

● **This converter is intended for personal use only, it is not intended for commercially prerecorded media nor Frankfort Public Library District-owned material.**

● **User must agree to and sign the Frankfort Public Library District's Media Conversion Terms of Service prior to use of conversion devices.**

Agreement: By signing these terms of service, I understand the terms of service and agree to abide by them when using Converters and related equipment and software. *This agreement is the date of signature.*

Print Name _____

Signature _____

Phone _____ Date _____