

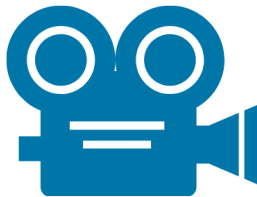
Digital Legacy Lab Frequently Asked Questions

What can be digitized

Each Geauga County Public Library branch has a fully-equipped Digital Legacy Lab. Media formats that can be digitized include:



Audio Formats	
Vinyl (33 1/3 & 45rpm)	
Audio Cassettes	
CDs	
Live audio	



Video Formats	
8mm film	DVDs
Super8 film	Mini DVDs
8mm cassettes	Mini DV tapes
Hi8 film	VHS and VHS-C



Image and Document Formats
Documents and Photographs (up to 8.5"x11")
50mm slides (135, 126, & 110)
Film and photo negatives (135, 126, & 110)
Medium Format Film (up to 2.36"x8.66")
4" x 5" Film
Large format film (up to 8"x10")

Available by request: 78rpm vinyl records; 8mm and Super8 negatives

Available Software:

The Digital Legacy Lab includes editing software to assist patrons with digitization and other personal design projects. Available software includes:

Image Editing

- Adobe Photoshop
- Adobe Lightroom
- GIMP
- Inkscape
- Krita

Video Editing

- Adobe After Effects
- Blender
- OpenShot

Audio Editing

- Audacity
- Adobe Audition

Also included from the Adobe Creative Cloud: Illustrator, InDesign, Dreamweaver, Animate, etc.

Frequently Asked Questions:

Is training mandatory?

No. All you need to do is sign the Digital Legacy Lab User Agreement when you first come in to use the lab. In-person orientation is available at least once a month if you would like more information, but it is not mandatory. The orientation is also available on the Digital Legacy Lab computer or online at GeaugaLibrary.net/DLL for reference.

How do I schedule a session in the Digital Legacy Lab?

Call or talk in-person to the Reference Desk at any Geauga County Public Library Branch, or schedule online at GeaugaLibrary.net/DLL. Sessions are automatically two (2) hours long, but you can choose any start and end time within library hours (the Digital Legacy Lab closes 30 minutes prior to the library).

Where can I access the tutorials?

Written and video tutorials are available on the Digital Legacy Lab computers. The video tutorials are available on the Geauga County Public Library website. Physical copies of the written tutorials are in a binder with each Digital Legacy Lab for reference. You can also download the written tutorials when you register online for the Digital Legacy Lab Orientation, or from the Geauga County Public Library website.

To access the video tutorials and digital copies of the written tutorials, please visit GeaugaLibrary.net/DLL.

Is my information safe in the Digital Legacy Lab?

Geauga County Public Library takes privacy very seriously. The Digital Legacy Lab computers wipe all data at the end of every day. This is an automatic process, and the library recommends saving periodically throughout your session to ensure your files are not deleted before you can save them to your USB drive. More information on GCPL's public computer and internet policies can be found in Operating Policy 696 Internet Use by The Public.

The 8mm film converter and the Kodak Slide N Scan slide and film converter are not automatically wiped clean after use. You must manually delete these files from the device as explained in the written and video tutorials. It is mentioned in the User Agreement that Geauga County Public Library is not held accountable for data left on the Digital Legacy Lab devices, but we try to protect your privacy as much as possible and will immediately delete files if found on the converters.

As an added precaution, you are always welcome to delete any files yourself before logging off the Digital Legacy Lab computer.

I would like hands-on training in the Digital Legacy Lab.

The Digital Legacy Lab is designed to be self-service. Written tutorials are available on the desktop computer or in the Digital Legacy Lab binder, and video tutorials are available on the desktop or on the Geauga County Public Library website.

For additional support, you may sign up for Consultation Hours with the Digitization Specialist. Consultation Hours occur at least once a month at each branch in two 2-hour sessions. To schedule a one-on-one appointment, talk to the library Reference staff, or visit the Digital Legacy Lab page at GeaugaLibrary.net/DLL. The Digitization Specialist will not physically handle or digitize any of your media.

Library branch staff will not assist with any digitization. Branch staff may assist with troubleshooting issues only. An assistant of your choosing (such as a family member or friend) must also sign the Digital Legacy Lab Agreement before they can assist.

May I have someone in the Digital Legacy Lab with me even if they have not taken signed the agreement?

Yes, you may have a guest with you while digitizing. If your guest has not signed the User Agreement, they may not touch any devices in the Digital Legacy Lab. We recommend only one guest as most rooms where the Digital Legacy Lab is located are small.

I don't know how to use the editing software on the Digital Legacy Lab.

The Digital Legacy Lab includes the entire Adobe Creative Cloud software for editing and finalizing all your digitization projects. This includes Photoshop Photo Editor, Lightroom Bulk Photo Editor, Illustrator Image Editor, and Audition Audio Editor. Also included are open-source editing software such as OpenShot, GIMP, Krita, Inkscape, Blender, and Audacity, which you can also download at home on your personal computer.

We encourage patrons to explore the software themselves. To learn more, you can either watch videos on YouTube or access LinkedIn Learning, a free database of courses available through Geauga County Public Library on the library's website. Some courses are hours long, so the library recommends accessing LinkedIn Learning before coming in to use the Digital Legacy Lab. The Adobe Creative Cloud software also includes hands-on training modules under "Learn".

Library staff are not expected to know how to use the editing software.

Can the Digital Legacy Lab digitize 8-track tapes, Betamax, or Reel to Reel?

Not currently.

Does the Digital Legacy Lab accept requests for other media formats to digitize?

We cannot promise that we will be able to acquire additional equipment, but we are always interested in knowing if there are additional formats you would like the library to consider. Email your suggestions to the Digital Legacy Lab at DLL@GeaugaLibrary.net.

Can I digitize any other video cassette tapes from a camcorder other than VHS-C, Hi8, 8mm, or MiniDV?

Yes, but only if you have the camcorder you used to record the tapes and it still works. You use the VHS to DVD converter and plug it into the camcorder. It will work the same as the VCR/DVD player. The library only has adapters for VHS-C, and camcorders for Hi8, 8mm, and MiniDV. We do not provide any other cassette camcorders currently.

My USB drive says it is corrupted after I have used the Digital Legacy Lab and then tried to access my files at home. What does this mean?

This may happen if the USB drive is older or if switching between an Apple computer and the Digital Legacy Lab computer. The Digital Legacy Lab computers are Personal Computers (PCs) and use the Windows operating system which does not always transfer well to the Apple operating system (iOS). Please be sure to bring PC-compatible storage drives. If you have any questions about compatibility, please contact the Digitization Specialist or sign up for Consultation Hours with the Digitization Specialist.

The file will not save to the USB drive. It says the file is too big, but the USB drive has enough space.

Depending on the USB drive, the flash memory (how it transfers data on to the USB drive) may have a maximum limit which is less than the amount of storage it contains. For example, it might be an 8 GB USB drive, but can only transfer 2 GB of data at a time. It is like putting your items in a moving truck: only so much can be moved at once. The file must be put in a zip folder and then saved to the USB drive where it can then be extracted. This information is available in the Digital Legacy Lab binder for reference.

Can I make copies of DVDs?

Yes, this is possible with the Honestech software for the VHS tape converter. You can record the DVD by playing it and watching it with Honestech recording. You can then burn the new digital copy to another DVD or save it to a USB drive.

As stated in the user agreement, patrons must follow all applicable intellectual property laws, including all copyright laws. GCPL reserves the right to halt, delete or disallow the creation of items that violate Library policy.

Can I use more than one device at a time?

Yes, with some restrictions. You cannot digitize two different audio media at the same time (e.g., recording cassette tapes and a vinyl record at the same time). Otherwise, any combination of devices can be digitizing simultaneously, so long as they do not use the same software at the same time (e.g., Hi8 cassette tapes and VHS tapes both require Honestech).

The 8mm/Super8 film converter and the slide scanner save their files directly on the device, so they do not affect the computer. If using the Epson FastFoto scanner and another device, scan batches of 30 photographs or less at a time as larger batches might freeze the computer.

Why does the Digital Legacy Lab recommend saving to USB drives?

A USB drive is recommended for storing your digitization projects. USB drives can hold a great amount of memory, up to 1TB or more. For comparison, CDs only hold 0.7 GB and DVDs hold 4.5 GB, so USB drives can hold more information and files. 8 GB or more of memory on the USB drive is recommended.

Additionally, USB drives are more accessible. Not everyone has an optical drive (CD/DVD reader) on their devices and while DVDs are great for archival purposes, they are becoming obsolete. USB drives will be easier to migrate in the future as CD/DVD drives become rarer.

Can I save my files to a CD or DVD?

Yes. Refer to the Digital Legacy Lab Written Tutorial for how to save files on a DVD.

How long does it take to digitize 8mm film?

It takes **at least 5x longer** to digitize 8mm film than to watch it. For example, if it is a 5-minute video, it will take at least 25 minutes to digitize. If you do not know how long the 8mm video is, try to get through as far as you can. You can splice videos back together using Adobe Premiere Video Editing software on the Digital Legacy Lab computer.

You may also want to schedule your appointment in the Digital Legacy Lab in the morning or for a longer session, to give yourself as much time as possible in the Lab.

How long does it take to digitize a cassette tape, vinyl record, or VHS tape?

Anything that involves sound must be digitized in real time as the device must record the sound as it plays. For example, if you are digitizing a 2-hour VHS movie, it will take 2 hours. Trying to speed up the process will distort the sound.

How can I record an 8-hour VHS tape in only 2 hours?

Some at-home VHS tapes may have 8-10 hours of video. Usually, the hours are split between events, and you can use those breaks to make separate digital files of each section. In the long run, this may make saving the files easier as shorter files save to the USB drive faster and you can name them specifically for that one video rather than a generic title for the entire 8 hours (ex: VHS tape was marked 1993, but you could have specific videos like Trevor's 1st birthday 1993, Pumpkin Festival 1993, 4th of July 1993 which all are on the VHS Tape).

If it is a wedding video of the whole day or another type of video you want to keep it as is, you can edit the video back together using OpenShot video editing software. Since you must manually rewind the VHS tape, you can end your session after two hours, leave the VHS tape where you left off, and continue the next time you are available. You must save your files before you log off the computer as the Digital Legacy Lab deletes all files after your session has ended.

What if I have a photograph or document that is larger than 8.5" x 11"?

If the image is up to 8.5" x 50", you can scan it with the Epson FastFoto.

For larger images, you can either scan the image or document in sections and then splice it back together using photo editing software such as Adobe Photoshop, or you can scan it on the copiers available at any GCPL branch. Branch copiers scan material up to 11"x17". The copiers are also capable of scanning at higher resolution (up to 600 dpi).

Can I scan at high resolution?

Yes. The default setting for the equipment is high resolution (300 dpi) and JPG files. This suffices for personal collections and sharing with loved ones. You are welcome to change the settings to higher resolution (600-1200 dpi) and save TIFF files.

Should I scan at high resolution?

Higher resolution images are great for recording details, providing nuance and clarity for editing or preservation. 600 dpi (dots per inch) is the lowest standard for images at archives and museums as some projects are saved at 800-1200 dpi. High resolution TIFF files are also the archival standard over JPG as they never lose information.

However, higher resolution images are much larger and require more storage, and take longer to scan. For example, JPG files tend to be much smaller than TIFF files, making them better for sharing online or sending to friends and family. Many TIFF files may not be able to be sent via email, as the file is larger than the maximum email attachment size (often 25MB).

You can save a JPG and TIFF copy of each image if you desire for maximum preservation and accessibility.

Can I listen to the video, cassette tape, or vinyl record as it digitizes?

Yes, every Digital Legacy Lab PC has headphones plugged into it. You can adjust the volume as needed.

Will the sound for a VHS tape be loud enough? I tried digitizing it before and it is too quiet.

In the Honestech software, you can access the audio settings under Option. You may be able to increase the volume there. Always check to make sure the sound is being recorded from the VHS to DVD option. If it is still too quiet, this can be edited in the OpenShot video editing software available on the Digital Legacy Lab computer.

You can always play the VHS tape before recording and see how loud it can be. Some VHS tapes may be deteriorating which can alter the sound.

Can I buy a CD, DVD, or USB drive from the library?

Geauga County Public Library offers a limited supply of 4GB USB drives for purchase. Each USB drive is \$5, and can be purchased at the Reference desk. However, these USB drives are smaller than the recommended 8GB of storage, and should not be considered the recommended size. If possible, please bring your own device to your scheduled session.

The library does not offer blank CDs or DVDs for purchase.