

Policies and Procedures

The Digital Legacy Lab is a digitization space to convert analog media to digital files. Each Geauga County Public Library Branch is equipped with a full Digital Legacy Lab.

Media formats that can be digitized are:

Audio

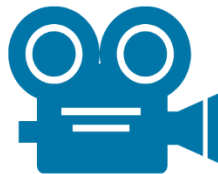
- Audio cassette tapes
- CDs
- Live audio
- Vinyl records (33 1/3 and 45 rpm)

Video

- 8mm and Super8 film
- 8mm cassettes, Hi8, and MiniDV
- DVDs
- VHS and VHS-C

Images and Documents

- Documents and photos (up to 8.5"x11")
- 50mm slides
- Film and photo negatives
- Large format film



Audio Formats	
Vinyl (33 1/3 & 45rpm) Audio Cassettes CDs Live audio	
Video Formats	
8mm film Super8 film 8mm cassettes Hi8 film	DVDs Mini DVDs Mini DV tapes 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

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

- Adobe Audition
- Audacity

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

Overall process for accessing the Digital Legacy Lab

The Digital Legacy Lab is free to use and available during library hours. The Digital Legacy Lab closes 30 minutes before the library.

All patrons must sign the Digital Legacy Lab User Agreement before using the lab. This is a digital form patrons can sign on the Digital Legacy Lab computer. It is located on the Desktop.

The Digital Legacy Lab uses Windows PCs. When bringing in USB storage devices, be sure that the device is compatible with the Digital Legacy lab PCs.

In-person training is available at least once a month. It includes an overall explanation of the Digital Legacy Lab and the equipment, watching video tutorials, and answering questions. It is not mandatory to attend the in-person training. Online training is available on the library's website.

Written and video tutorials are available for reference and step-by-step information about the digitization equipment. The written tutorials are available in physical copy in the DLL binder. The video tutorials are also available on the Geauga County Public Library website.

The Digital Legacy Lab is completely self-service. Patrons are expected to do all digitization projects by themselves or with the help of their own assistant such as a family member or friend. The assistant(s) must also sign the Digital Legacy Lab User Agreement before using any of the equipment.

One-on-one support for digitization projects is available during consultation hours with the Digitization Specialist. Consultation hours are at least once a month at each branch. To schedule time during consultation hours, sign up to use the Digital Legacy Lab during the available hours. Hours are posted outside of each Digital Legacy Lab, and on the Geauga County Public Library website. Patrons do not need to register for consultation specifically.

Branch staff assist with troubleshooting issues only. Branch staff will not help with digitization or stay in the room with patrons.

Call or talk in-person to any Geauga County Public Library Reference desk to schedule time in the Digital Legacy Lab. Patrons can also schedule an appointment online via the Geauga County Public Library website.