

# Preservation Place Digitization Policy

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative and Georgia Room Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, iConnect, Cobbcat.org
Last Review Date	2/27/2023
Next Review Date	2/2025
Review Cycle	Every two years
Review History	

## PURPOSE

Preservation Place, located in the Charles D. Switzer Library and Sewell Mill Library & Cultural Center, Cobb County Public Library, offers digitization services to preserve memories and historic materials. This policy establishes how and under what circumstances the public may use the Library's digitization services.

## POLICY

- Digitization services are available for free to library card holders to convert analog materials including but not limited to videocassettes, audiocassettes, scrapbooks, artwork, documents, and photographs into a digital computer file.
- The Library's digitization services may be used only for lawful purposes. The public is not permitted to use the Library's digitization services to convert material that is:
  - Prohibited by local, state or federal law.
  - Obscene or illegal content.
- Converted materials cannot violate another's intellectual property rights. For example, the services will not be used to reproduce material that is subject to copyright, patent, or trademark protection. Library staff will make the final determination on the appropriateness of the digitization request.
- The Library reserves the right to refuse any digitization request.
- The Library is not responsible for the functionality or quality of content produced by the digitization tools.
- Only designated Library staff and volunteers have hands-on access to the conversion tools.
- Supervision of the use of the digitization tools by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the converted materials, and the Library specifically disclaims any knowledge thereof.
- Individuals who submit digitization requests must complete an agreement form.
- Depending on demand, length of time required for converting, and available resources, the Library may schedule only one conversion per day per person or entity.
- It is sometimes difficult to estimate exact conversion times. Library staff will make an educated guess about the length of a job upon request.

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11. Items converted from the digitization services must be picked up at the library. Media will not be mailed to individuals who submit digitization requests.
12. Items must be picked up by the individual who submitted the request or an authorized designee.
13. Items not picked up within 10 days, original analog media and converted digitized media become the property of CCPL and will be destroyed.