IF YOU HAVE BOOKED THE DIGITIZATION STATION, PLEASE READ:







- Do I need to sign a waiver prior to using the digitization stations? Yes, each visit you will be required to sign a <u>'City of San Diego Acknowledgement, Waiver, and Release' form</u>, in-person, prior to using the station.
- Is there an age limit to use the digitization stations? No, but anyone under 18 years of age will be required to have a parent or legal guardian sign and consent to the <u>'City of San Diego</u>
 <u>Acknowledgement, Waiver, and Release' form, in-person</u>, prior to using the stations.
- What do I need to bring to my appointment?
 - Bring your accepted formats for digitization. To see list of accepted formats, visit this page and click on "Convert" tab: <u>https://www.sandiego.gov/public-library/central-library/idea-lab</u>.
 - External Storage Device (see details below)

• Where can I learn about transfer time and required storage space?

- Review **Digitization Guidelines** to learn about transfer duration and storage space for each format.
- Must bring a personal external hard drive or flash drive with at least 5GB of free space (if compressing videos). For some stations, external storage devices need to be Mac-compatible.
- If needed, setup free cloud storage options prior to your appointment.
 - Suggestions below:
 - **<u>Google Drive</u>** (Create a free personal account for up to 15GB)
 - Other options, see list compiled by Lifewire Tech for Humans: https://www.lifewire.com/free-cloud-storage-1356638
- Can I leave the project digitizing and come back later? No, patrons are required to remain and monitor their digitization project the entire time.

• How will I digitize my analog material?

- Since this is a DIY space, there are written guides available in the lab and on our **IDEA Lab** website for your review.
- Each guide will provide you with step-by-step instructions for digitizing and compressing using the labs computers and software.

• Once complete:

- Ensure you have saved your newly digitized files to your personal storage device.
- Take your storage device and analog materials with you.
- Delete your saved files from the lab computer, by dragging and dropping into the computer's trash bin. Right click the trash bin to empty.
- Leave the computer on but power off other equipment (ie. VCR, Betamax players, etc.).