

Digitization Policy

The Adams Public Library System is dedicated to building, maintaining, and promoting a digital repository of local historically important materials for use by the public, students, and scholars interested in Adams County history. In accordance with the Collections Development Policy and to fulfill community needs, the Library shall provide a Digitization Center to enhance knowledge of preservation techniques for the public as well as enhance the local history collections of the Library.

Services

The Digitization Center shall:

- train the public in the preservation of family photos, films, and other media
 - by offering monthly training sessions (see attached)
 - how to identify what type of material is owned
 - how to best preserve the original
 - how to digitize the material
 - how to preserve the digitized material
 - by offering a variety of preservation supplies for a fee
 - The training will be made available for private collections and for organizations
- provide digitization services for a fee (see schedule on library's website) including:
 - transfer of audio in cassette, reel or 8-track, or CD format to acceptable digital format
 - transfer video/film in VHS or 8, 16, 35 mm reels to DVD or other acceptable digital format
 - digitize photographs, scrapbooks, tintypes, negatives, and slides
- provide up-to-date equipment and software to digitize materials
 - for the public individual needs
 - to preserve materials of historical significance in accordance with the library's collection development policy

Approved by the Library Board of Trustees
March 26, 2012