

Reservations must be made in advance, no walk-ins. Reservations can be made in-person at the Tustin Library service desk or over the phone during operating hours.

**USER INFORMATION**

Name:

Library Card Number:

Phone:

Email:

Waiver signed?

Preservation Video watched?

If sharing w/ OC Stories, has waiver been signed?

Media Type to be digitized?

Photos/documents

Negatives / Slides

8MM or Super 8

DV / Mini DV

VHS / S-VHS

Other

**RESERVATION TIME:**

**STAFF USE**

Active OCPL Library Card?

Waiver signed?

Media inspected?

Equipment check before session:

Scanner Epson Expression	Floppy Disc Drive 3.5"	Cassette – Tascam Deck	ClearClick Video Converter
VHS-DVD Toshiba	S-VHS Panasonic	Wolverine Reel to Reel	Sony DSR-25 DVCAM
Memory card USB tower			

Time:

Equipment check after session

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Memory card USB tower			

Time:

Unauthorized files deleted from Mac / Macbook