

Digitise your memories

Movie & music preservation station

Sunshine Coast Libraries has a movie and music preservation station for tech savvy seniors to digitise cassettes, vinyl records and home movies.

What you can digitise

- Vinyl records (33, 45 and 78 RPM)
- Cassettes (standard compact cassettes)
- VHS tapes (standard VHS size)
- Camcorder tapes (MiniDV size)

What you need to know

It is your responsibility to check copyright of the photos you want to digitise. As a guide:

- If you legally own a copy of an item, you are able to make another copy for private use.
- If your item was taped or recorded from the television or radio, it is unlikely to be a legally owned copy.

Contact the Australian Copyright Council if you need advice on copyright law. Information and fact sheets are available on their website (www.copyright.org.au).

You need to have intermediate computer skills to operate a Windows laptop. If you are not confident using technology, bring someone with you to help.

What you need to do before your session

- Prioritise what you want to digitise – is it records, cassettes or video tapes?
- If your item is fragile or very precious, consider taking it to a professional.
- Put each of your items in order so that the most important ones are ready to digitise first. You may not have enough time in your two hour session to digitise all your items.
- Visit the *What's On* page on the Sunshine Coast Libraries website for information on the equipment you will be using.

What you need to bring

- Items you want to digitise.
- Something to store your digital copies to take home (minimum 8GB, preferably 16GB, USB memory drive, or portable hard drive with USB cable).

How will I know how to use the equipment?

Information about the equipment you will be using is on the *What's On* page on the Sunshine Coast Libraries website.

Printed copies of the guides will be available at the sessions.

A library staff member will show you the equipment, however they will not make the copies for you, or stay for the whole session.

How long will it take?

Movies and music need to play in full to be captured. It will take at least as long as the length of the music or movie to digitise.

Saving files will take approximately 3-5 minutes. Sessions are not long enough to edit or enhance digital copies.

The Tech Savvy Seniors Queensland program has been funded by Telstra and the Queensland Government through State Library of Queensland and Department of Communities.

What do I do now that I have things digitised?

National and State Libraries Australasia is a good starting point for steps you can take at home or work to ensure your digital treasures last a lifetime in their Personal Digital Archive Toolkit

(www.nsla.org.au/publication/digital-archive-toolkit).

Current as at April 2018

library.sunshinecoast.qld.gov.au

Sunshine Coast Council

www.sunshinecoast.qld.gov.au

mail@sunshinecoast.qld.gov.au

T 07 5475 7272 F 07 5475 7277

Locked Bag 72 Sunshine Coast Mail Centre Qld 4560