

Digitization on Demand User Guide

Digitization on Demand User Guide

The Digitization on Demand station is a self-guided learning environment.

Please use this user guide to inform your use of our equipment.

Formats You Can Digitize

Video

- Super 8 reel-to-reel film
- 8mm reel-to-reel film
- VHS tapes (NTSC / Region 1)
- DVDs (can also be done on CCC computers)
- MiniDV tapes

Audio

- Audio CDs (can also be done on CCC computers)
- Cassette tapes
- Vinyl records (if you provide your own turnable)

Image(s)

- Photos
- 35mm film
- Slides
- Documents
- Photo Negatives

Equipment Care and Etiquette

This equipment is expensive to acquire and maintain. We ask that you take care of it so that you and others can continue to use it for years to come!

When using the Library's Digitization equipment...

- Please only digitize one material type at a time.
- If equipment is damaged, please let staff know immediately.
- Please only use cleaning products provided in the kit to clean the equipment. Do not use liquid cleaning solutions (including antibacterial gel).
- When working with fragile equipment, please be gentle and use gloves (available to borrow at the CCC desk).
- Do not eat or drink at the Digitization on Demand station.

When cleaning up...

- Please wrap all cables properly.
- Please ensure all the items are accounted for and repack the kit exactly as you found it.
- Please check that you have removed your material from the device.
- Check in all Digitization on Demand equipment with a staff member. Please do not drop equipment off at the desk and leave.

Please note that support during your session is limited and staff can only answer basic questions. If you need further help, please use one of our guides below.

Individual Guides

Format to Digitize	Equipment	Software	Tab Colour
Photos	Epson V850 Pro Scanner	Epson Scan	Yellow
Medium Format, 35mm Film, and 4x5 Film	Epson V850 Pro Scanner	Epson Scan	Light Orange
35mm Slides	Epson V850 Pro Scanner	Epson Scan	Dark Orange
8mm/Super 8 Film (5" Reels and Smaller)	Wolverine Film2Digital Movie Maker	N/A	Pink
8mm/Super 8 Film (9" Reels and Smaller)	Wolverine Movie Maker Pro	N/A	Light Purple
VHS/DVD	VCR	Elgato Video Capture	Dark Purple
MiniDV Camcorder Tape	Canon ZR65 Camcorder	Elgato Video Capture	Dark Blue
COMING SOON: <i>Hi8/8mm Tape</i>	COMING SOON: <i>Sony CCD-TRV118 Handycam</i>	<i>Elgato Video Capture</i>	Light Blue
Cassette Tape	ION Tape Express	EZ Vinyl/Tape Express	Dark Green
Glossary of Terms			Light Green

Saving Your Work


All files saved to the Digitization Computer will be **permanently deleted** when you end your session.

Please come prepared with a storage method. This might include:

- A USB storage device (thumb drive / stick)
- An external plug-in hard drive
- Login credentials for a Cloud storage account
- Login credentials for an email account (to email files to yourself/someone else)

If you have forgotten to bring a storage device, you can purchase a 16GB USB drive at the CCC desk for \$5.00.

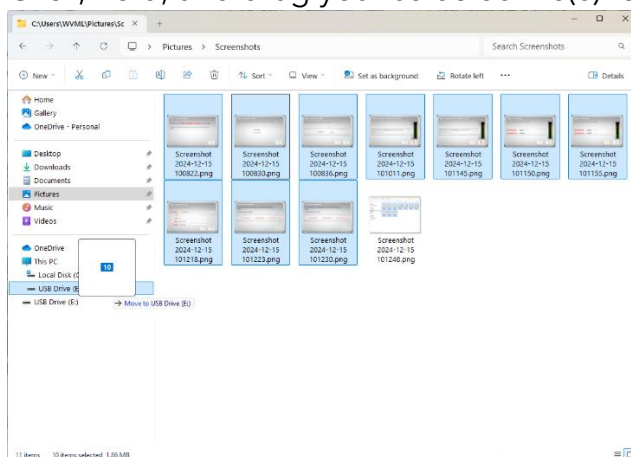
Save to USB / Save to External Hard Drive

To save your project to your storage device, open **File Explorer**  on the computer.

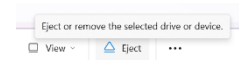
1. Find the folder where you have saved your project in the left menu. Click to open.
2. Insert your storage device into the USB port on the PC (or into the USB Hub). Once it's plugged in, your storage device should appear in the left menu in File Explorer under **This PC**. Each storage device will have a different name.



3. Select (click) file you wish to save to your USB drive. Hold down the **CTRL** key while **clicking** to select multiple files.
4. Move the files to your storage device. You can do this one of two ways:
 - a. Click, hold, and drag your selected file(s) to your USB storage device



- b. **OR** copy (**CTRL+C**) the files, then open your USB storage device folder and paste (**CTRL+V**) them there.
5. Safely Eject your USB Drive by opening the drive and clicking Eject.



Paid Digitization Services

Video	Audio	Image(s)
<p>Deena Media https://www.deenamedia.ca/ 3296 Cambie St, Vancouver, BC, Canada, V5Z 2W4 (604) 336-032</p>	<p>Deena Media https://www.deenamedia.ca/ 3296 Cambie St, Vancouver, BC, Canada, V5Z 2W4 (604) 336-032</p>	<p>Digital Butler Photography https://www.digitalbutler.ca/ #201-1801 Welch Street, North Vancouver, BC, V7P 1B7 (778) 889-6951</p>
<p>Kerrisdale Cameras Ltd https://kerrisdalecameras.com/videoanddvdservices 1833 Lonsdale Avenue, North Vancouver, BC V7M 2J8 (604) 985-9505 2170 West 41st Avenue, Vancouver, BC V6M 1Z5 (604) 263-3221 4429 Kingsway Burnaby, BC V5H 2A1 (604) 437-8551 northvan@kerrisdalecameras.com</p>	<p>Mr. Edit Video Services https://www.mreditvideo.com/ 161 Pemberton Ave, North Vancouver, BC, Canada, V7P 2R4 (604) 988-5616 mredit@hotmail.com</p>	<p>Kerrisdale Cameras Ltd https://kerrisdalecameras.com/videoanddvdservices 1833 Lonsdale Avenue, North Vancouver, BC V7M 2J8 (604) 985-9505 2170 West 41st Avenue, Vancouver, BC V6M 1Z5 (604) 263-3221 4429 Kingsway Burnaby, BC V5H 2A1 (604) 437-8551 northvan@kerrisdalecameras.com</p>
<p>Mr. Edit Video Services https://www.mreditvideo.com/ 161 Pemberton Ave, North Vancouver, BC, Canada, V7P 2R4 (604) 988-5616 mredit@hotmail.com</p>	<p>Transfer to Digital https://transfertodigital.ca/locations/ #5 - 1480 Boundary Road Burnaby, BC V5K 4V3 604-343-2776</p>	<p>Sempix Photo Scanning Services https://sempix.ca/ 300-1090 Homer St, Vancouver, BC, Canada, V6B 2W9 (604) 209-0040 contact@sempix.ca</p>

Note: The West Vancouver Memorial Library does not endorse nor is sponsored by the above businesses. Users should do their own research into what service would be best for their needs.