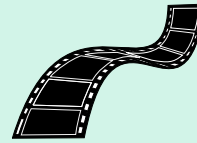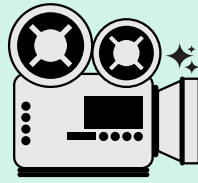# IF YOU HAVE BOOKED THE DIGITIZATION STATION, PLEASE READ:

- **Do I need to sign a waiver prior to using the digitization stations?** Yes, each visit you will be required to sign a **'City of San Diego Acknowledgement, Waiver, and Release' form**, 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 **'City of San Diego Acknowledgement, Waiver, and Release' form, in-person**, 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: **https://www.sandiego.gov/public-library/central-library/idea-lab**.
  - 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:
      - **Google Drive** (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.).