Preservation Place Digitization Policy

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	May 18, 2026
Next Review Date	May 2028
Review Cycle	Every two years
Review History	March 28, 2023; May 18, 2026

PURPOSE

Preservation Place is a service of Cobb County Public Library that offers digitization services to preserve memories and historic materials. This policy establishes how and under what circumstances the public may use the Library's digitization services.

Digitization services are available in the Georgia Room, located inside Charles D. Switzer Library, and in the Creative Studios, located inside the Sewell Mill Library and Cultural Center.

POLICY

1. Digitization services are available for free to library card holders to convert analog materials including but not limited to videocassettes, audiocassettes, scrapbooks, artwork, documents, and photographs into a digital computer file. For a full list of media that can be digitized, see the Preservation Place webpage. https://www.cobbcounty.gov/library/library-learning-programs/georgia-room/preservation-place-digitization-services.

2. Some digitization equipment is self-service. An orientation is required prior to first use.

3. The Library's digitization services may be used only for lawful purposes. The public is not permitted to use the Library's digitization services to convert material that is:
    a. Prohibited by local, state or federal law.
    b. Obscene or illegal content.

4. Converted materials cannot violate another's intellectual property rights. For example, the service will not be used to reproduce material that is subject to copyright, patent, or trademark protection. Library staff will make the final determination on the appropriateness of the digitization request.

5. The Library reserves the right to refuse any digitization request.

6. Only designated Library staff and volunteers have hands-on access to conversion tools not identified as self-service options.

7. Although every effort is made to handle fragile archival media with care, the Library is not liable for damage to original media during digital conversion.

8. The Library is not responsible for the functionality or quality of content produced by the digitization tools.

9. Supervision of the use of the digitization tools by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the converted materials, and the Library specifically disclaims any knowledge thereof.

10. Individuals who submit digitization requests must do so in person and complete an agreement form.

11. Patrons may submit up to five items at a time for staff-assisted digitization. However, this limit may be adjusted based on demand and staff capacity.

12. Patrons must provide a new USB storage device in original packaging at the time of the request so that digitized files can be stored and returned to the requesting party.

13. It is sometimes difficult to estimate exact conversion times. Library staff will make an educated guess about the length of a job upon request.

14. Final digitized products must be picked up at the library. Completed projects will not be mailed or sent electronically to individuals who submit digitization requests.

15. Items must be picked up by the individual who submitted the request or an authorized designee.

16. Items not picked up within 30 days, original analog media and converted digitized media, become the property of CCPL and will be destroyed.