



<b>Title:</b>	VHS to DVD Converter Policy	
<b>Policy Type:</b>	Operations	Policy Number: 300-20
<b>Approval By:</b>	Resolution Number RB 2015-09-21	
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**POLICY STATEMENT:**

This policy outlines the terms and conditions for the use of VHS to DVD converter services at the Sault Ste. Marie Public Library.

**DEFINITIONS:**

A VHS to DVD converter is a device that can be used to convert VHS tapes onto a DVD format.

**POLICY:**

1. A library membership is required to use the VHS to DVD converter.
2. The library's VHS to DVD converter may be used for lawful purposes only.
3. Blank DVDs must be purchased from the library for use with the VHS to DVD converter.

**Related Policies:**

Business/Finance Fees Policy - Policy Number 200-06