

D.I.Y. Lab FAQs

What is the D.I.Y. Lab?

The Digitize It Yourself (D.I.Y) Lab is a place where you can convert your analog memorabilia into a digital format for free.

Where is it located?

The D.I.Y. Lab is located in the Computer Lab on Cooper-Siegel Community Library's main floor.

What is digitization?

Digitization is the process of converting a photo, slide, audio or video cassette into a digital file or format.

How do I make an appointment to use the Lab?

You make an appointment online at <https://www.picktime.com/diylabsession>. As a courtesy to our volunteers and staff who monitor the lab, we ask that you please select a date and time that is at least 24 hours in advance.

How long is an appointment?

Appointments are three hours long.

What do I need to bring?

You will need to bring the materials you want to digitize and a storage device for the digital files you will create, such as a writable DVD or CD, USB drive, external hard drive or cloud storage account information.

What types of materials can I digitize?

The Lab contains equipment that supports digitization of photos, documents, 35 mm slides, negatives (4"x 5", 35mm, medium and 8" x 10"), audio cassette tapes, VHS cassette tapes, 8, Hi-8 and Digital 8 video cassette tapes.

How do I digitize my materials?

The Lab has all the equipment, software and step-by-step instructions for digitization. You will scan or transfer your materials to create digital files and then transfer those files to your storage device.

What if I need help?

A Lab Monitor will be available at every appointment to guide you in the use of the equipment and how to store your files.

How do I take my digital files with me?

You will save your digital files on a storage device that you bring with you to your appointment, such as a DVD, CD, USB drive, external drive (**in EX-FAT format**) or cloud storage login.

How much digital storage do I need?

We recommend a minimum of 2 GB for image files and a minimum 4-6 GB device for audio and video files.