



## Digitization information

### Video Tapes

Video tapes are digitized in **real time**. This means that the duration of your video tape is how long it will take to digitize. This *does not* include the time it will take to burn to a DVD, transfer to external storage, post editing, etc. Please factor extra time into your appointment for these tasks. A breakdown of finishing task durations can be found on **pg. 3**.

Media	Duration	Notes
VHS	Real Time	VHS tapes with over 2 and a half hours of content will take multiple appointments to digitize.
Camcorder Tapes	Real Time	MiniDV and any other formats that are brought in with patron owned camcorders. These other formats include Hi8, Digital 8, 8mm tapes, and more.
VHS - C	Real Time	
Betamax	Real Time	

### Film Reels

Film is digitized *slower than their frame per second*. This process takes a high resolution photo of each frame and assembles them at the proper frame rate on export. *No sound is digitized*.

Media	Duration	Notes
8mm	Slightly Longer than film duration	
Super 8	Slightly Longer than film duration	
16mm	Slightly Longer than film duration	



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### Photos, Slides, Negatives, etc.

The Collaboratory has **two** different options that can handle digitizing slides - the *Epson v600 Scanner* and the *PowerSlide X*. The Epson v600 is a standard flatbed scanner that can *scan up to 4 slides at a time*, while the PowerSlide X can fit *up to 50 slides into its cartridge*. There is no real advantage over one or the other. It all comes down to personal preference.

All other formats below can be scanned with the Epson v600 scanner.

Media	Duration	Notes
Slides (PowerSlideX)	36 - 48 Minutes	<i>Full cartridge of 50 slides.</i> The PowerslideX exports each slide into an individual photo file.
Slides (Epson)	2-3 Minutes	<i>For a set of 4.</i> The scanner exports each slide into an individual photo file.
Photographs	15 to 30 seconds	Can take longer depending on resolution.
Negatives	3-6 Minutes	<i>For 2 Negative strips.</i> The scanner exports each photo as an individual photo file.
Medium Format Film	Duration Varies	Usually under a minute, but time duration may vary. Manual cropping in software is needed for this process.
Other film strips	Duration Varies	Scanning duration for other types of film strips will depend on manual cropping, resolution, and other factors.
Documents	15 to 30 seconds	
Oversized photos or items	Duration Varies	Scanning oversized photos or items will be done in multiple scans. Then the Photoshop process that stitches them together will also take a bit of time, depending on how experienced the user is with graphics software.

*Please continue to the next page.*



## Digitization information

### Audio

All audio formats are digitized in **real time**. This means that the duration of your media is how long it will take to digitize. This *does not* include the time it will take to burn to a CD, transfer to external storage, post editing, etc. Please factor extra time into your appointment for these tasks. A breakdown of finishing task durations can be found in the table at the bottom of this page.

Media	Duration	Notes
Records	Real time	<b>Formats:</b> LPs, 45s, 78's, 10"s, 7"s, 3"s, & Flexi's. <b>Speeds available:</b> 33 1/3, 45, & 78 rpm
Audio Cassette	Real time	
Microcassette	Real time	

### Finishing Tasks

Below is a table of common tasks that may need to be done at the end of your appointment. *Please factor the times appropriate to your project into your appointment.*

Task	Duration	Notes
DVD Burning	<25-35 minutes	Varies by video file size/length. This length of time should be worked into your appointment.
DVD Ripping	Duration Varies	This process can be fairly long. Duration depends on video file size/length, how the DVD was authored, & which settings are used.
CD Burning	<5-8 minutes.	Varies on the amount of songs, length of audio, & file size. This length of time should be worked into your appointment.
CD Ripping	<5 minutes	Varies on the amount of songs, length of audio, & file size. This length of time should be worked into your appointment.
Burning an .ISO to DVD	Duration Varies	Duration depends on file size of the .ISO. This is only to be used if you've accidentally exported your file as an .ISO instead of burning it to a DVD.