Video Capture Scanner Checklist (Elgato)

✓ Patrons must go through the certification process to use the video equipment and Elgato software.

✓ Patrons must make a reservation to use the video equipment and Elgato software.

✓ Patrons are allowed to use the video equipment and Elgato software for 2 hours per day.

✓ Patrons must save their digital conversions (MP4 videos) on their own flash drive, SD card, DropBox, or Google Drive. MP4 videos cannot be left on the desktop of the computer. Flash drives and SD cards may be purchased from the library.

✓ Do not unplug any cords from the VCR.

✓ Please report any problems or issues with the video equipment or software to staff immediately. Do not try to fix it yourself.

✓ All video equipment should be shut off, software closed, and computer turned off when a patron is finished working for the day.