

General Booking Information

February 2023

1. You require an up-to-date Library membership to request a booking in the Creative Lab.
2. When you make a machine booking, your booking time includes set up and clean up.
3. It is assumed that you know how to use the equipment. Staff can assist in getting started and basic troubleshooting, they can also direct you to tutorials and provide handbooks and guides where available. However, if you require more direct assistance or are new to the equipment, please sign up for one of our basics workshops or book a help appointment with the Creative Lab staff.
4. Before booking a machine, check the details concerning materials, costs, restrictions and any required equipment or device (e.g. headphones, USB flash drive, SD cards).

Open hours

The Creative Lab will be open for appointments 12 hours each week, during the following times:

Tuesday	2:00 – 4:30 pm
Wednesday	5:30 – 8:00 pm
Thursday	10:00 am – 12 noon
Friday	1:00 – 4:00 pm
Saturday	10:00 am – 12 noon

Appointments may be booked below and will be confirmed within 2 working days. (If you require assistance with the form, ask Library staff or phone 905-775-3328 ext 6108.) Please wait for your confirmation of appointment before coming to the Creative Lab.

Available to book

1. Digitization Station – convert your photos, slides, negatives, VHS tapes, audio cassettes, vinyl records, 8 mm and Super 8 movies to a digital format with our digitization station. [Book the Digitization Station](#)
2. Help appointments [Book a Help Appointment](#) to get familiar with the Digitization equipment

About the Digitization station

Convert your analog memories to digital files.

Please note that all media (VHS tapes, photos, documents, audiocassettes, movies and records) is susceptible to damage. BWGPL is not responsible for any

damage that may occur to your media by using our equipment. Please do not use any media that is damaged, as it may damage the equipment in the Digitization Station or further damage the media.

By using the Digitization Station equipment, you are confirming that you are the copyright holder for all media that you digitize. You also agree that the Bradford West Gwillimbury Public Library will take no responsibility for any copyright violations that may occur as a result of using the equipment and/or software. Refer to the copyright poster in the Creative Lab for further information.

When you book the digitization station you have access to:

- a. Canon Canoscan 9000F scanner – scan your photos, documents, slides or negatives
 - a) You will need a digital storage device to save the files – bring a USB flash drive or an SD card
 - b) Basic editing is available using the software on the scanner, but there are several software options for more advanced editing using the iMacs and either open source software or programs available on the Adobe Creative Cloud (e.g. Photoshop and Lightroom)
- b. VHS conversions using Elgato Video Capture software and our VHS player
 - a) You will need a digital storage device to save the files – bring a USB flash drive or an SD card
 - b) You will also need wired headphones to check sound recording
 - c) Basic editing is available using the Elgato software, but there are several software options for more advanced editing using the iMacs and either open source software (blender) or programs available on the Adobe Creative Cloud (e.g. Premiere Pro)
- c. Audio cassette conversions using EZ Vinyl Tape Converter and Ion Tape 2-PC player
 - a) You will need a digital storage device to save the files – bring a USB flash drive or an SD card
 - b) You will also need wired headphones
 - c) Basic editing is available at the Digitization station, but there are several software options for more advanced editing using the iMacs and either open source software (Audacity) or programs available on the Adobe Creative Cloud (e.g. Audition)
- d. Wolverine MovieMaker Pro – for 8mm and Super 8 movie conversions
 - a) You will need an SD card to save the files – it must be 32 GB or less
 - b) There are no editing options available on MovieMaker, but there are several software options for more advanced editing using the iMacs and

either open source software (blender) or programs available on the Adobe Creative Cloud (e.g Premiere Pro)

- e. Vinyl record conversions using Audio Technica Stereo Turntable and Audacity software
 - a) You will need a digital storage device to save the files – bring a USB flash drive or an SD card
 - b) You will also need wired headphones
 - c) Editing is available using the software on the Digitization Station, but there are several software options for more advanced editing using the iMacs and either open source software (Audacity) or programs available on the Adobe Creative Cloud (e.g. Audition)

[Book the Digitization Station](#)

[Book a Help Appointment](#) to get familiar with the Digitization equipment