

# REcollection Studio FAQs

## **What is the REcollection Studio?**

A free, Do-It-Yourself digitization lab available by appointment.

## **Where is it located?**

3rd Floor, CLP - Main (Oakland)

## **What is digitization?**

The process of making a photo, slide, VHS tape, or any other physical object into a virtual object.

## **How do I make an appointment?**

You schedule an appointment through the REcollection Studio's webpage. The links to the appointment calendars are on the left side of the page.

## **How long is the appointment?**

Two and a half hours.

## **What do I need to bring?**

You will need to bring the materials you would like to digitize and a storage device to take the digital files with you (such as a DVD, USB drive, hard drive, or cloud storage).

## **What types of materials can I digitize?**

VHS tapes, audio cassette tapes, documents, photographs, slides, and negatives.

## **How do I digitize my materials?**

The lab supplies equipment and step-by-step instructions for digitization. You will scan or transfer the materials and create digital files.

## **What if I need help?**

There will be a lab supervisor available at every appointment to answer questions or guide you through the process.

## **How do I take my digital files with me?**

You will save your digital files on the storage device you brought with you such as: DVD, USB drive, hard drive or cloud storage.

## **How much digital storage do I need?**

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

## **Contact information**

Webpage: <http://www.carnegielibrary.org/recollectionstudio/>

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