

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) *NOTE: A staff member will arrange to meet you at the 2nd Floor Reference Desk to escort you to the Recollection Studio*

What is digitization? The process of making a photo, slide, VHS tape, or any other physical object into a digital one.

How do I make an appointment? You schedule an appointment through the Recollection Studio's webpage. The links to the appointment calendars are below "Book an Appointment"

How long is the appointment? Two 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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