

Recollection Studio FAQs

What is the Recollection Studio?

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

Where is it located?

Third Floor at the Carnegie Library of Pittsburgh's Main Library in Oakland, 4400 Forbes Avenue, Pittsburgh PA 15213.

How do I get to the Library?

Parking and public transit information for Main can be found on the [website](#).

How do I access the Library?

CLP – Main has two accessible entrances. The first is via a lift underneath the Library's main entrance facing Schenley Plaza. The lift is accessible via a set of sidewalk switchbacks to the right of the front steps. There is a switch-assisted door that leads to the lift. Once inside, take the elevator up to the Third Floor. The elevator is located next to YINZ cafe at the front of the Library on the First Floor.

The other way to enter the Main Library is from the library/museum parking lot opposite Craig Street. There is designated accessible parking both above ground and in the garage. From the garage, take the elevators to the 6th floor and exit to the left. Access to the Library is through the Portal Entrance. Once you pass through the glass doors take the left side ramp and make the first right turn into the hallway with the photographs on the wall. Follow the signs for the Library Elevator and take the elevator up to the Third Floor.

How do I make an appointment?

You can schedule an appointment through the Recollection Studio's webpage: <https://www.carnegielibrary.org/services/recollectionstudio/>. Click "Book an Appointment" to search the appointment calendar.

How long is the appointment?

Two hours.

How do I digitize my materials?

The studio supplies the 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 library staff in the studio with you available at every appointment to assist you through the process and answer questions.

What types of materials can I digitize?

You can digitize photographic formats, audio-visual media, and other printed formats. Formats include print photographs, documents, negatives, slide photographs, bound print materials, artwork, VHS tapes, VHS-C tapes, 8 mm video format (Hi8, Video8, Digital8), 8mm film reels, Super 8 film reels, audio cassette tapes, and micro cassette tapes.

The Studio also assists with DVDs, Mini DVDs, CDs, and 3.5" Floppy Disks.

How long does it take to digitize my materials?

Different materials will have different digitization processes.

For photographic or print material, scan time varies depending on resolution settings, number of images per scan, and file format. Higher resolutions and multiple images will increase scan time.

For audio visual cassette tapes, the conversion time is equal to the length of the tape. For reference, a 60-minute tape will take approximately 60 minutes to digitize.

For 8mm/Super 8, conversion time is approximately 10 minutes per minute of film. For reference, a 3-inch reel holds about 50 feet of film (approximately 3 minutes of footage) and will take about 30 minutes to scan, and a 5-inch reel holds about 200 feet of film (approximately 12–14 minutes of footage) and will take about 2 hours to scan.

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 USB drive, hard drive, cloud storage or a DVD/CD).

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: USB drive, hard drive, cloud storage, DVD or CD.

How much digital storage do I need?

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

How do I cancel my appointment?

You can cancel your appointment via the confirmation or reminder email you received or contact the library directly at recollectionstudio@carnegielibrary.org or call (412) 622-3114.

Contact information:

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

Website Chat: <https://www.carnegielibrary.org/chat/>

Email: recollectionstudio@carnegielibrary.org

Phone: (412) 622-3114