Still Camera Workshop
Operation & Maintenance
Contents

• Borrowing Policies & Procedures
• Basic camera operation
• Taking the Quiz

This workshop presentation can be found at
http://www.lib.sfu.ca/surrey/equipment
Why We Loan Equipment

• Borrow equipment to complete assignments required in SIAT courses
• SIAT equipment are NOT for
  • Personal use
  • Completing project/assignment for non-IAT course

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Who Can Borrow Equipment

- Limited to students currently registered in an IAT course
- Achieved a perfect score on the quiz
- Received a C sticker

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Borrowing

• Book for the current or following week
  • online http://libequipbooking.surrey.sfu.ca
  • No email for booking request
• Having trouble booking? Online booking is only accessible for registered student. Contact library by phone, in person or email for help.
• You can sign up only once a week for each equipment (for example, one booking a week for a still camera)

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Borrowing

- Pick up booked equipment between 1:00pm and 3:00pm.
- After 3pm, all booked equipment will be released.
- Loan Period is overnight (1 day) for IAT 100 camera, due next day at 12:00pm.
- Keep your receipt for the correct due date and time.
- Check all components are included and in working order before leaving the Library.

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Renewing

• Renewal are done at the discretion of staff and equipment availability.
• Renewal must be requested in person or speaking to staff over the phone. Voicemail, email and txt-us renewal request will not be accepted.
• Equipment must not be overdue when request for renewal.
• Maximum of 3 renewals.

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Returning

• Make sure all kit components are returned
• **Return to the Surrey library staff** – DO NOT LEAVE THE ITEM ON THE COUNTER
• Receive confirmation from staff that all items on your account are checked in
• Notify staff of any damaged or missing parts
• Return on time
  • Late fees **$3 per HOUR**, up to a maximum of $200 total
  • No grace period. Fine starts at 12:01pm.

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General Responsibilities

• Assemble and test all equipment before leaving the Library
• Use equipment at your own risk
• Know how to operate the equipment correctly
• Minimize wear and tear on the equipment
• Notify a Library staff member immediately if the equipment is not working properly
• Return equipment in same state as it was given

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Equipment Damage and Loss

- You are responsible for any equipment you borrow
- You will have to pay for the repair or replacement of equipment damaged while on loan to you
  - Camera repairs generally range from $50 - $300+
- You will have to pay the full replacement cost of any equipment that is lost or stolen while it is on loan to you
  - Camera replacement generally ranges from $500 - $2500+

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The Cameras

Olympus XZ-1 (10)

Panasonic (10)

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Camera Kit Components

- The Camera
- Battery + Charger
- Memory Card
- USB Cable
- Hard or Soft Camera Case
Resetting camera to default setting

Olympus XZ-1
- Go to camera menu
- Scroll to “Reset Photo Mode”

Panasonic FZ-18
- Press Menu/Set
- Scroll to Setup menu
- Select the item to reset camera setting

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Camera operation

1. On/off button
2. Zoom in/out toggle ring
3. Shooting mode dial
   - iA/iAuto – Auto exposure
   - P – Program
   - Preset (SCN)
     - Portrait
     - Landscape
     - Low light
     - ... and many more
Camera operation

Panasonic FZ 18
Changing White balance
1. Set camera to P – Program mode
2. Press Menu button to bring up Rec. menu and select White balance (W.Balance)
3. Toggle up/down on navigation button to change setting
Camera operation

Olympus XZ-1
Changing White balance
1. Set camera to P – Program mode
2. Press OK button to bring up menu and select White balance (W.Balance)
3. Toggle left/right on navigation wheel to change setting
Panasonic FZ 18
Changing image size
1. Press Menu button to bring up Rec. menu and select Pict. Size
2. Toggle up/down on navigation button to change setting
Camera operation

Olympus XZ-1
Changing image size
1. Press OK button to bring up menu and use up/down on navigation wheel to highlight the image size
2. Toggle left/right on navigation wheel and press OK to change setting
Upload to computer

- Use supplied USB cable to connect camera to computer.
- Turn on camera and select shooting mode to Playback
- SD memory card will appear on computer’s File manager

OR

- Take SD memory card out of the camera
- Use memory card reader (available at library)
- Insert SD memory card to the reader and connect the memory card to computer

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Other items available for loan

Tripods

Memory card reader

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More Information

- Check the Library Equipment pages for policies, procedures and an inventory: www.lib.sfu.ca/surrey/equipment

- Access Lynda.com video through library website www.lib.sfu.ca
  - Suggested video tutorial available from www.lib.sfu.ca/surrey/equipment

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Questions?

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Quiz

• Launch the still camera quiz from the online workshops: (https://canvas.sfu.ca/enroll/G8GAE7)

• Access both from the Library equipment page www.lib.sfu.ca/surrey/equipment
  • (Select Online Workshops and Quizzes)