Still Camera Workshop
Operation & Maintenance
Contents

• Borrowing Policies & Procedures
• Basic camera operation
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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
Who Can Borrow Equipment

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

- Book for the current or following week
  - online [http://libequipbooking.surrey.sfu.ca](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)
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.
• Check your email for receipt for the correct due date and time
• Check all components are included and in working order before leaving the Library
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.
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.
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
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+
The Cameras

Olympus XZ-1 (10)

Panasonic (10)

2011 Model

2007 Model
Camera Kit Components

- The Camera
- Memory Card
- Battery + Charger
- 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
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

- AWB: Auto
- ☀: Daylight
- 🌞: Shade
- ☁: Cloudy
- 🌃: Tungsten
- ⚡: Fluorescent
- ⚡️: Flash
- 🗼: Custom
- 🔴: Colour temp.
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
Camera operation

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
Other items available for loan

Tripods

Memory card reader
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
Questions?

- Contact library at
  - Phone 778-782-7411
  - Email lib-surrey@sfu.ca
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)