Still Camera Workshop
Operation & Maintenance
Contents

- Borrowing Policies & Procedures
- Basic camera operation
- Taking the Quiz
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
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.
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)
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
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
Other items available for loan

- Tripods
- Memory card reader
More Information

• Check the Library Equipment pages for policies, procedures and an inventory

• 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