

# Still Camera Workshop

Operation & Maintenance

SFU

LIBRARY

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- 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>
  - **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)



2011 Model

Panasonic (10)



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



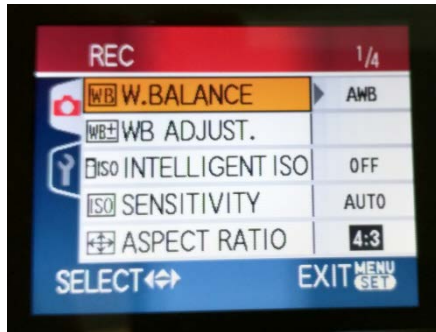
Panasonic FZ-18

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



Olympus XZ-1

# 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

White balance





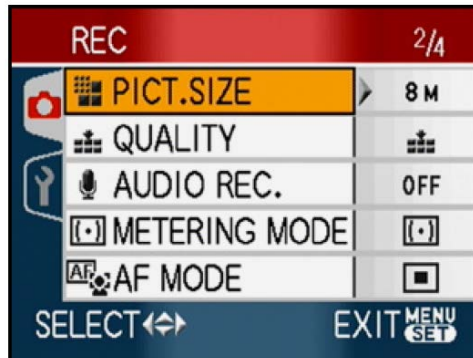
# Camera operation



## 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

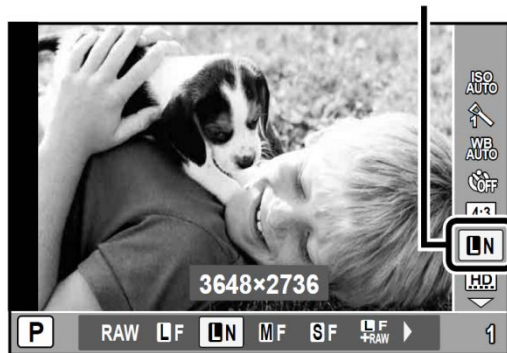


## Olympus XZ-1

### 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

Image size



# 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](http://www.lib.sfu.ca)
  - Suggested video tutorial available from [www.lib.sfu.ca/surrey/equipment](http://www.lib.sfu.ca/surrey/equipment)

# Questions?

- Contact library at
  - Phone 778-782-7411
  - Email [lib-surrey@sfu.ca](mailto: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](#)