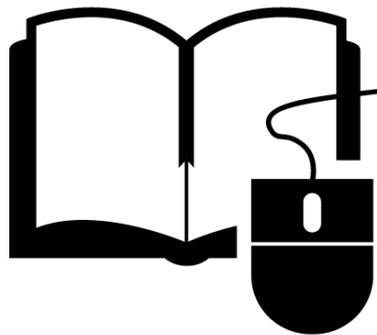


SIAT equipment at Fraser Library

How to request, borrow, and use.

Content

1. How to book, borrow, and return equipment
2. Responsibilities and policies
3. Basic camera operation



SIAT equipment collection

- The intended use of SIAT equipment is in class or in production of course assignments.
- Unless noted, equipment is only available to students currently enrolled in IAT courses.
- Before borrowing, students must complete a library and camera quiz, which covers the content of this presentation (<https://canvas.sfu.ca/enroll/G8GAE7>).

The screenshot shows the Canvas LMS interface for a quiz. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, and Inbox. The main content area has a breadcrumb trail: Fraser library equipment quiz > Quizzes > Digital Still Camera Quiz. Below this is a list of navigation links: Home, Grades, Quizzes (highlighted), Pages, Buy Course Materials, and Research Help. The quiz details are displayed in a table-like format:

Due	No due date	Points	13	Questions	13	Time Limit	None
Allowed Attempts	Unlimited						

At the bottom right of the main content area, there is a blue button labeled "Take the Quiz".

The SIAT Digital Camera quiz page in Canvas

Booking and borrowing

- Equipment must be booked online, in advance.
- Booking tool: <http://libequipbooking.surrey.sfu.ca>
 - Or visit lib.sfu.ca and search SIAT equipment



2021/12/18 (Sat) ▼	IAT 100-3 - Digital Image Design ▼
Camera	
Canon EOS M50	Mon Wed Fri 10/10 10/10 10/10
Tripod and stabilizers	
Photo Tripod (Manfrotto 486RC2 Ballhead)	Mon Wed Fri 4/4 4/4 4/4
Manfrotto Monopod	Mon Wed Fri 3/3 3/3 3/3
Interactivity interface	
Wacom Intuos4 PTK-640	Mon Wed Fri 8/8 8/8 8/8

[Check my booking status](#)

Please note:

- You are able to book once per week for each item.
- We do not allow classmates or friends to pick up your booked equipment. You must show up in person for booked equipment pick up.
- You must book at least 1 day in advance of pick up date. You cannot book and pick up equipment on the same day.
- You may cancel your booking 1 day in advance of pick up date.
- Library is closed on holidays. Please check library hours before booking equipment: www.lib.sfu.ca/surrey/hours

Booking and borrowing

- Pick up booked equipment between 1 and 3 p.m. on day of booking.
- Borrower must pick up their own booked equipment and bring SFU ID. No other form of ID will be accepted.
- After 3 p.m., all booked equipment will be released and available to other borrowers.
- Check that all components are included and in working order before leaving the library.
- IAT 100 camera loan period: overnight (one day), due the next day at noon.
- Check your email for loans receipt to confirm the correct due date and time.

Renewal

- Renewal requests may be granted according to equipment availability and the discretion of library staff.
- Renewals can be requested by speaking to staff in person or on phone (778-782-7411).
 - Please note that renewal requests made by email or left on voice mail cannot be accepted.
- Renewal requests can be made prior to the equipment becoming due.
- Maximum of three renewal requests can be made on per lending session and item.

Returning

- Borrower is expected to return equipment.
- Ensure all components are in the kit when returned.
- Return directly to a library staff member. Do not leave equipment unattended at the loans counter.
- Receive confirmation from library staff that all items are checked in.
- Notify staff of any missing, damaged, or non-working parts.
- Reminder: Late fine is \$3 per hour, up to a maximum of \$200 in total. Fine begins to accrue at 12:01 pm. If you're on your way to return equipment but know you might be late please call to let us know.

Responsibilities and policies

- The borrower agrees to all posted policies, fines and fees
<https://www.lib.sfu.ca/borrow/borrow-materials/laptops-equipment/borrow-laptop>
- Borrowers are responsible for late, lost, stolen, or damaged equipment and will be charged applicable fines, fees, and/or replacement and repair costs.
- Be informed on how to operate equipment correctly; realize you are using the equipment at your own risk.
- Do your best to minimize equipment wear and tear.
- Contact the library as soon as possible if equipment malfunctions or becomes damaged or lost.

The Camera

Canon EOS M50 (15)



2019 Model



Camera Kit Components



The Camera + Accessories



Hard or Soft Camera Case



Battery + Charger



Memory Card

Camera Operation - Layout



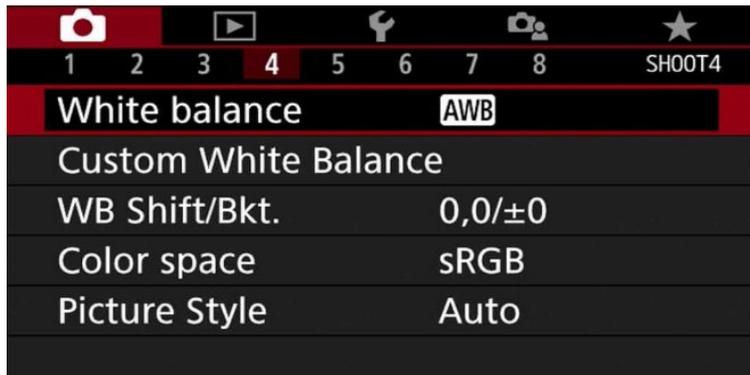
1. On/off Switch
2. Manual Focus Ring
3. Zoom Ring
4. Zoom Lock*
5. Shutter Wheel
6. Manual Function (ISO)
7. Mode Select
 - And Many More...

Camera Operation – White Balance

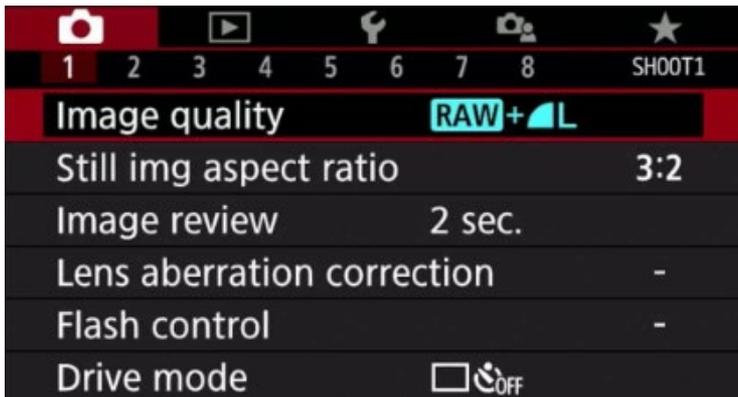


Changing White balance

1. Set camera to M – Manual mode
2. Press Menu to access camera settings, then scroll to White Balance
3. Press **WB Shift/Bkt** to adjust the levels



Camera Operation – Image Size



Changing Image Size

1. Set camera to M – Manual mode
2. Press Menu to access camera settings, then press **Image Quality**
3. Choose your preference for image quality and size

You can also adjust the aspect ratio from by pressing **“Still img aspect ratio”**

Resetting the Camera to Default Settings

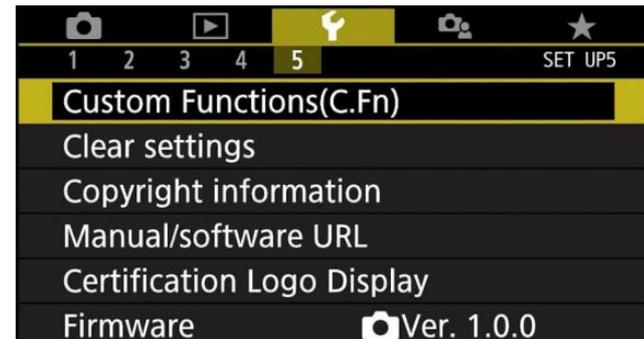
Formatting the Memory Card

- Move the mode dial to M (Manual)
- Press the menu button
- Scroll to Format Card



Resetting all camera settings

- Move the mode dial to M (Manual)
- Press the menu button
- Scroll to Clear Settings



Upload to Computer

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

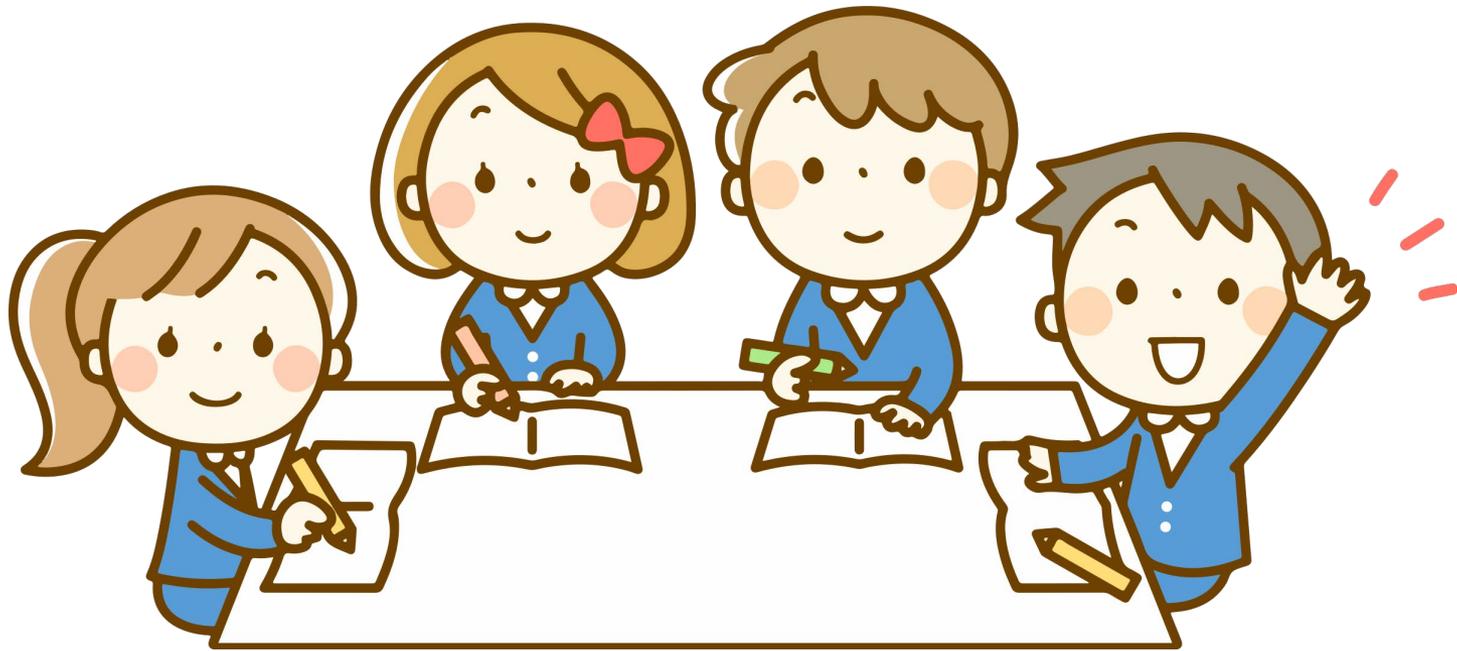


Memory card reader



Tripods (also available at library)

Questions?



Resources

- Visit the library website for:
 - policies, procedures, and equipment inventory
<https://www.lib.sfu.ca/about/branches-depts/fraser/fraser-equipment/fraser-library-equipment-policy>
 - SIAT-specific information, including workshop slides, quizzes, and suggested equipment tutorials
<https://www.lib.sfu.ca/about/branches-depts/fraser/fraser-equipment/siat-equipment>

Contact

Library hours:

lib.sfu.ca/about/branches-depts/fraser/hours

Email:

fraser_library@sfu.ca

Phone:

778-782-7417