Digital Camera Policies

- I agree to pay the overdue fine of **$5.00/hour** per part, if I fail to return the Digital Camera or its accessories to the Media and Reserve Library's desk on time.

- I understand that while this Digital Camera is in my possession, I am responsible for it at all times. **I WILL NOT GIVE THE DIGITAL CAMERA TO ANYONE ELSE. I will NOT leave the Digital Camera unattended**. Digital Cameras **MUST** be returned **ONLY** to the Media and Reserve Library.

- I will immediately report any loss or damage of the Digital Camera or its accessories to the Media and Reserve Library. I agree to pay all costs associated with damage to, loss of, or theft of the Digital Camera and its accessories (up to the **$160.00** replacement fee) while it is checked out to me.

- I will return the equipment clean and free of foreign substances or risk being charged an equipment cleaning fee.

- Library Digital Cameras are for educational and research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The Digital Cameras may not be used for illegal activities including, but not limited to: disruption of other users/services/ equipment and harassment.

- I agree that the Library is not responsible for any loss of or damage to, camera files during the Digital Camera loan period. **ALL RECORDINGS MUST DOWNLOADED prior to the return of the camera. ***Memory is erased upon return.**

- **All Digital Cameras must be returned before the Media and Reserve Library closes.**

- I will not leave the Digital Camera on the Media and Reserve Library desk unless a staff member is present. I will wait for Library staff as they fulfill obligations to inventory component, test Digital Camera operations, and provide me with a receipt if requested.

- Borrowers should be proficient in the use of the hardware/software they plan to access. Library staff does not provide assistance in the use of either hardware or software.

- I acknowledge that all equipment has been examined by library staff prior to checkout and that only complete and functioning equipment and accessories will be circulated to me. I will perform an inspection myself before leaving with any borrowed equipment, to ensure that everything is functioning properly.

Questions?

Media and Reserve Library
(414) 229-4673
Email: libmedia@uwm.edu
Website: http://uwm.edu/libraries/media/

re: 11/13/17

UWM

UWM LIBRARIES DIGITAL CAMERA Canon PowerShot

Brief Guide

Related Equipment:
SD Card Reader
Tripod

Digital Camera

The UWM Libraries are pleased to make Canon PowerShot Digital Cameras available for use by current UWM students, faculty and staff with their current, valid UWM ID. The Digital Camera comes with a carrying case, memory card and USB cable

GETTING STARTED

- Press on/off button, located at the top of the camera.
- Set up the time and date using the control pad if asked, or press 'Menu' to skip it.
- Press the shutter release button, located to the right of the On/Off button, to capture an image
- Press the red button located next to the play button on the rear of the camera to record video.

ZOOM

- Use the zoom circle that surrounds the shutter release button on top of the camera to Zoom In (turn to the right) or Zoom Out (turn to the left).

BATTERY AND AC POWER

- The camera battery should last for over 200 photographs.
- Batteries cannot be charged in the camera. If needed, exchange your battery at the Media and Reserve Library when it is depleted.

UPLOADING

- Connect the PowerShot to the computer using the supplied USB cable and the Mini USB port located beneath the rubber covering on the right hand side of the camera (just above the wrist strap mount).
- Press the **Play** Button (located just to the right of the LCD panel) This will open a dialog box on your computer to allow you to import photos and video

DELETING INDVIDUAL PHOTOS OR VIDEOS FROM THE CAMERA

1) Turn the camera on.
2) Press the **Play** button (located on the rear of the camera near the other controls).
3) Navigate through your photos and video to the image you wish to delete.
4) Press the toggle on the back which shows the icon which resembles a trash can.
5) When asked if you wish to erase the media, press the right toggle to select "Erase", then press 'SET' to confirm.

DELETING EVERYTHING FROM THE CAMERA

1) Turn the camera on.
2) Press the **Menu** button (located on the rear of the camera near the other controls).
3) Press the right toggle to navigate to the menu represented by a small wrench and hammer icon.
4) Press the down toggle to navigate to the menu option, [Format] then press 'SET'
5) Press the right toggle to select [OK], then press 'SET'
6) Confirm by using the Up toggle to select 'OK' and then pressing 'SET' one last time.
7) The SD card is now fully erased.