

Digital Video Camera Policies

- I agree to pay the overdue fine of **\$5.00/hour per part**, if I fail to return the Digital Video Camera or its accessories to the Media and Reserve Library's desk on time.
- I understand that while this Digital Video Camera is in my possession, I am responsible for it at all times. **I WILL NOT GIVE THE DIGITAL VIDEO CAMERA TO ANYONE ELSE. I will NOT leave the Digital Video Camera unattended.** Digital Video Cameras **MUST** be returned **ONLY** to the Media and Reserve Library.
- I will immediately report any loss or damage of the Digital Video 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 Video Camera and its accessories (up to the **\$600.00** 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 Video 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 Video 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 Video Camera loan period. **ALL RECORDINGS MUST DOWNLOADED prior to the return of the camera.** ***Memory is erased upon return.
- **All Digital Video Cameras must be returned before the Media and Reserve Library closes.**
- I will not leave the Digital Video 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 Video 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 LIBRARIES DIGITAL VIDEO CAMERA Canon Vixia HD

Brief Guide



Related Equipment:
SD Card Reader
Tripod

Digital Video Camera

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

GETTING STARTED

- Open the LCD panel on the left side of the camera.
- Open the lens cover by moving the lens cover switch located above the strap by the lens.
Make sure to close the lens cover before returning the camera to the bag to avoid damage.
- The LCD panel is a touch screen – please handle with care.

ZOOM

- Use the zoom lever on top of the camera to Zoom In or Zoom Out or the zoom buttons on the bottom of the LCD screen.

PHOTOS

- Tap [**Photo**] on the LCD screen to take a photo.

BATTERY AND AC POWER

- The camera battery should last approximately 2 hours. To charge the battery, turn the camera off and plug the power supply in to the side of the camera under the strap.

UPLOADING TO A PC

- AC power supply **MUST BE PLUGGED IN** first before uploading video/photos.
- Connect the camcorder to the computer using the supplied USB cable.
- Press the **Play** Button (located on the side facing the LCD panel – bottom square button beneath the ON/OFF button)

UPLOADING TO A MAC

- AC power supply **MUST BE PLUGGED IN** first before uploading video
- Connect the camcorder to the computer using the supplied USB cable.
- Open up iMovie.
- Press the Play Button (located on the side facing the LCD panel – bottom square button beneath the ON/OFF button)
- Select the videos you would like to import.
- Click the “Import Selected” button at the bottom right of the screen.

The File will upload – A progress indicator appears on the right side of the toolbar. The indicator disappears when the upload has finished.

DELETING VIDEOS FROM THE CAMERA

- 1) Turn the camera on.
- 2) Press the **Play** button (immediately below the ON/OFF button).
- 3) Select [**Edit**] on the touchscreen
- 4) Select [**Delete**]
 - Individual Scenes -Tap [**Select**] to delete individual scenes
Tap individual scenes to select them (a check mark will appear) and then tap [**Ok**]
****Do not select [Remove All] as it will delete all of your scenes**
Tap [**Yes**] to delete selected scenes and then Tap [**Ok**] to finish.
 - All Scenes – Tap [**All Scenes**] to delete everything.
Tap [**Yes**] to delete All Scenes.
Tap [**Ok**] to finish.

DELETING PHOTOS FROM THE CAMERA

- 1) Turn the camera on.
- 2) Press the Play button (immediately below the ON/OFF button).
- 3) Tap the **Home** icon on the screen
- 4) Swipe the touchscreen over to the Photo Playback icon (immediately to the left of video playback)
- 5) Select [**Edit**] on the touchscreen
- 6) Select [**Delete**]