

## Camera Equipment Care

- Cameras, tripods and all other equipment must be signed out by the person who is using them.
- Do not lend any of the camera equipment to anyone else; it is checked out *only* to you.
- Borrowers accept full responsibility for the safe and speedy return of the equipment.
- Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers. If you lose it, you buy it.
- Be sure your hands are clean before using camera equipment.
- **Cameras must be handled gently**; they are fragile and expensive, and camera repairs are expensive.
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- Equipment must be returned in the same condition it was in when you checked it out. All equipment will be in good working order when you check it out. Existing problems will be noted already.
- Be sure that all cables, memory cards, batteries, cases, power supplies, etc. that were included with the camera are returned with the camera.
- You are responsible for any damage to the camera while it is in your possession.
- You must know how to use the camera or other piece of equipment you are checking out. Ask for help if you're not sure how to use something.
- Still cameras: Always keep the strap around your wrist when shooting hand-held.
- Video cameras: Use a tripod whenever possible. If shooting hand-held, ensure the camera is firmly anchored to your hand with the strap.
- Never attempt to repair equipment yourself and never remove any parts.
- Never use force to turn or wind any part on a camera. Any amount of force will probably seriously damage internal parts. Ask library staff for help if something doesn't seem to be working properly.

- Never use force on any part on a tripod. You might damage it. Ask library staff for help if something doesn't seem to be working properly.
- Be sure to use the correct USB cable for downloading images to a computer. Never force a USB cable to fit; you have the wrong cable if it doesn't easily fit the camera.
- Keep water, beverages, dirt, and food away from cameras.
- **Keep your fingers off the lens!**
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- Always close the lens cover when not in use.
- Bring the camera to the library for lens cleaning. A scratched lens cannot be repaired. **Never attempt to clean a dirty lens.**
- When attaching a camera to a tripod mounting plate, ensure it is snug but not overly tight.
- Make sure that the camera mounting plate is returned with the tripod. Tripods are useless without them.
- Avoid loosening tripod adjustment parts so much that they fall off.
- Know how to download your video to the computer and leave enough time to do so. Instructions are here: SMS Home > Students > [How to Download Photographs and Video from Digital Cameras at SMS](#)
- Cameras and other equipment are checked out on a block-by-block basis. You must download your photos and/or videos, delete them from the camera, and then return the camera at the end of the block. It is your responsibility to get it back on time in ready-to-use condition so that others can use it.

It's actually quite easy to take good care of camera equipment, and doing so will mean that it is available to everyone when they need it.