



## Digital Still Program

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## Overview

How would you like to shoot your own digital pictures? Whether it's for a class-related project, or for a student organization, shooting and editing your own digital pictures have never been easier. If you're a full-time BGSU student, you can borrow digital still equipment from the Student Technology Assistance Center. Use this equipment to make a promotional poster for your student organization. Use it to add high-resolution images to a web site. Use it to create a presentation or project in class. Whatever works best for you?

## Borrowing a Digital Still Camera

Any current BGSU student has the opportunity to borrow a digital still camera kit from the Wm T. Jerome Library. You can borrow a digital still camera kit for a period of 72 hours.

## How to Borrow a Camera Kit and Accessories

If you are interested in borrowing a digital still camera, stop by or call the Wm.T. Jerome Library. You must be a current BGSU student with a valid ID. Only individual students may borrow a camera - no loans will be made to groups or organizations. You are responsible for the camera and accessories while they are in your care. When you check out the camera you will be asked to sign a contract. This is simply an agreement letting us know that you understand your responsibilities while the camera is in your possession.

# What the Camera Kit Includes

The digital camera kit from the Wm T. Jerome Library includes the following items:

Canon Camera	Carrying Case	1.0 GB Memory
		
Rechargeable Batteries Charger	USB Cord	
		

# Connecting the Memory Card to the Computer

After you have taken a few pictures, review them on the camera first to know you have what you were intending on taking.

1. Eject the memory card from the camera by pushing the button on the camera next to the memory card.



2. Plug in the memory card into a USB adapter.



3. Connect the USB adapter into a Mac or PC



## Returning the Digital Still Camera

Everything you've borrowed must be returned to the Wm T. Jerome Library by the time and date specified. It is your responsibilities to observe the Wm T. Jerome Library's hours of operation, as well as on the contract you signed, and return everything on time. No extra notice will be given regarding due dates or times.

A member of the Library staff will check the operating condition of the camera and all accessories when the camera is returned. For each item missing or damaged, your bursar account will be billed. By taking good care of the camera and all accessories and returning them promptly, you can make the experience of capturing and editing digital photos a pleasant one.

# Digital Still Policies

The information below lists policies for digital still camera equipment borrowing and use. Please read through each item.

- Eligibility for participation requires enrollment in a BGSU undergraduate or graduate program.
- Equipment must be used for Academic purposes.
- The digital still camera kit and light kit can be borrowed a period of 72 hours.
- Late fees are as follows:

◇ Video and Still Cameras: \$1/Hour

- Late fees will be charged to your Bursar account.
- All equipment must be returned during regular hours of operation.
- Equipment may only be renewed by bringing the equipment back into the Wm T. Jerome Library in person. If the equipment in question is already on a wait list, you will not be able to renew it.
- If you withdraw from BGSU or graduate and still have digital still equipment checked-out, you must turn it in as soon as you withdraw, or prior to graduation. All equipment should be turned in during our regular hours of operation. Failure to return digital still equipment by the due dates will result in late fees (see above).
- BGSU does not assume any responsibility for damage or loss of the camera kit or any related accessories. You will be responsible for repair costs if the user damages any items in the camera kit due to misuse, accident, modification, unsuitable physical or operating environment or improper maintenance. This type of damage may include, but is not limited to the following damages:
  - ◇ Damaged view finder from being dropped or other excessive force
  - ◇ Cracked, scratched or broken parts
  - ◇ Broken latches or connectors
  - ◇ Liquid damage inside the camera or foreign material inside the system
  - ◇ Damage caused by excessive force, shock or from being dropped.
- Repair costs will be charged to your Bursar account. Stolen or missing digital still equipment should be reported immediately to BGSU campus police at (419) 372-2346 or the law enforcement agency in your location.