

# General guidence for operating equipment at home

**Make Sure the Battery Charger Matches Your Model**

Only use an AC adapter or battery charger that is provided with your equipment. Substituting electrical equipment could end up causing a fire, as the incorrect equipment could cause the battery to short-circuit.

**Only Use Approved Batteries**

Only use [rechargeable batteries](https://www.lifewire.com/my-camera-uses-batteries-too-fast-492997) that are provided with your equipment. Using an ill-fitting or overly powerful battery pack could cause damage to the camera, or it could, again, cause the battery to short-circuit, causing a fire.

**Discard leaking batteries properly**

If a battery leaks, please contact the creative media – we may ask you to dispose of this locally rather than send this back.

**Check the Condition of the Cables**

(A Damaged cable could cause a fire. Make sure any cables you use with your equipment are checked regularly and are free from nicks and cuts, especially AC adapters and USB cables.)

Make sure any cables you use with your equipment are checked regularly -- AC adapters and USB cables especially - are free from nicks and cuts. A damaged cable could cause a fire, so this is a key consideration.

**Do Not Open the Camera Case**

Do not try to fix the interior components of the camera yourself. Please report any faults to the creative media centre.

**Store the Camera Minus the Battery**

Remove the batteries from the camera if you will not be using the camera for a week or more, especially if the batteries are empty. A battery left inside the camera for a long period of time is more likely to leak acid, which would damage the camera.

**Do Not let Batteries touch**

When [carrying batteries](https://www.lifewire.com/get-more-digital-camera-battery-life-493775) for your camera or equipment, make sure that you don't have multiple batteries in one location, where they could come into contact with each other. If the terminals on the batteries remain in contact with each other, they could cause a short and a fire. In addition, if the batteries metal terminals come into contact with other metal, such as keys or coins, the batteries also could short out, so be careful with the batteries when transporting them.

Protect batteries against being damaged – such as being crushed, punctured or immersed in water.

**Watch the charging Process**

If the camera does not charge properly or seems to "start and stop" when charging, stop charging the battery and contact the creative media centre.

Never cover chargers or charging devices. Do Not overload your sockets

Do Not leave items continuously on charge after the charge cycle is complete

**Watch for excessive heat**

Your camera body will gain a little heat when in use for a period of time. If your camera body or battery feels unusually warm, discontinue use and contact the creative media centre.

**Avoid Water**

Do not expose the camera or equipment to extreme temperatures or water. Avoid exposing the camera or equipment to sudden changes in temperature, especially in high humidity conditions, which could [cause condensation](https://www.lifewire.com/sand-in-camera-lens-problems-493770)  leading to damage to circuitry or an LCD.

**Avoid Dust**

Never remove or change a lens in a dusty environment. Dust particles can damage a sensor irreverisably. Never leave a camera without a lens attached.

**Do Not Interrupt Processes**

Avoid removing the battery from a camera when the camera is in operation or is storing photos/video. Suddenly removing the power source while the camera is working could cause damage to data, the storage card or could damage the camera's circuitry.

**Choose a Storage Locale Carefully**

Avoid storing the equipment for extended periods of time in areas exposed to strong magnetic fields or electromagnetic radiation.

Don't move between very cold and very hot temperatures quickly; instead, give your equipment a chance to warm up or cool down gradually to avoid moisture issues.

**When Filming**

Practice situational awareness and ensure you have completed a risk assessment in advance.

Use appropriate filters—and not the viewfinder—when you're shooting toward the sun. Your eyes are more sensitive to direct sunlight than you think. When you're shooting to the sun, use the screen, and keep your face and eyes shaded.

Use the strap, but be careful that it doesn't get snagged. A well-designed strap saves your camera from being dropped, but the strap could snag on a branch, pipe, or some other hazard when you're shooting in tight quarters. Keep it as tight as you can.

Don't use a camera when you're on the move. Shooting while you're walking increases your odds of stumbling over something or even running into a person or object. Shoot only when you're standing still.

**Gear Safety**

Observe the camera's normal operating temperatures. Not only will operation in [temperature extremes](https://www.lifewire.com/extreme-winter-photography-493772) potentially damage delicate electronics and motors, but moving rapidly between temperature extremes also can introduce internal condensation within the body or the [lenses](https://www.lifewire.com/best-lenses-for-dslr-cameras-to-buy-4065138) that, at best, adversely affects image quality, and at worst, ruins the equipment. This is particularly important during winter when going between the outside and inside.

Use the strap. Cameras ship with straps to protect them from being dropped. Always put the strap around your neck.

# Terms & Conditions

1 DEFINITIONS

In this document the following words shall have the following meanings:

1.1 “Sheffield Hallam University” means The Creative Media Centre on behalf of Sheffield Hallam University

1.2 “The Hirer” means the member of staff or student who has agreed to loan the equipment from Sheffield Hallam University;

1.3 “The Equipment” means anything Sheffield Hallam University agrees to loan to the Hirer as detailed in correspondence.

1.4 “The Site” means the premises or address specified by the Hirer for the equipment to be delivered to.

2 GENERAL

2.1 These Terms and Conditions shall apply to all bookings of Equipment loaned by Sheffield Hallam University to the Hirer thru a delivery service.

2.2 Any variation to these Terms and Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by Sheffield Hallam University.

2.3 By accepting the Equipment at the Site the Hirer is agreeing to these Terms and Conditions unless otherwise agreed in writing.

3 DELIVERY AND RISK

3.1 Where the Equipment is to be dispatched to an address specified by the Hirer Sheffield Hallam University shall be deemed to have delivered the Equipment when Sheffield Hallam University notifies the Hirer that the Equipment is ready for dispatch and such dispatch shall be at the sole risk and of the Hirer.

3.2 The risk in the Equipment shall pass to the Hirer at the time of delivery and the Hirer shall thereafter be liable for all loss and damage to the Equipment.

3.3 Risk Assessments must be completed in advance of equipment being delivered.

4 DELIVERY AND RETURN

4.1 The hirer must ensure that they are availabe to receive items on the agreed delivery date provided by Sheffield Hallam University

4.2 Upon delivery of the Equipment, any defects or dissatisfaction must be notified immediately to Sheffield Hallam University and confirmed in writing or by phone within 2 working days. In the absence of such notification the Equipment shall be deemed to be in good order in accordance with the terms of the contract and to the Hirer’s satisfaction.

4.3 Upon the agreed return date the Hirer is responsible for checking all equipment and accessories are returned and packaged back in the original delivery box and wrapping.

4.4 The hirer must ensure that the items are ready for collection on the agreed delivery date provided by Sheffield Hallam University.

5 HIRER’S OBLIGATIONS

The Hirer must:

5.1 Use the Equipment in a skilful and proper manner and not use the Equipment for any purpose beyond its capacity;

5.2 Regularly check the condition of the Equipment during the period of hire. The Hirer shall be responsible for any damage or loss arising from the continued use of Equipment in an unsafe condition;

5.3 During the period of hire ensure the security and safekeeping of the Equipment;

5.4 Allow Sheffield Hallam University access to recall, repair or replace the Equipment upon reasonable notice at any time;

5.5 Immediately inform Sheffield Hallam University of any breakdown of the Equipment or any problem affecting the working of the Equipment.

5.6 Read any relevant operating and safety instructions supplied with the Equipment and only use the Equipment or fit any accessories in accordance with those instructions.

5.7 Unless otherwise agreed in writing by Sheffield Hallam University, keep the Equipment in their own possession at the Site.

5.8 Return the Equipment in the same condition as when it was supplied to the Hirer, reasonable wear and tear excepted. Equipment not returned will be charged for at the manufacturer’s current published list price.

5.9 Not sell or offer for sale, assign, mortgage, or pledge, the Equipment to any third party;

5.10 Comply with any relevant Government or Local Authority Regulations.

6 BREAKDOWN AND REPAIRS

6.1 Where the breakdown of the Equipment is caused by fair wear and tear or by a fault in the Equipment or where stoppage occurs in the course of carrying out normal repairs, no further action wil be taken

6.2 Where the breakdown of the Equipment is caused as a result of the negligence or misuse by the Hirer, the Hirer shall be responsible for all loss or damage incurred by Sheffield Hallam University arising from any breakdown.

7 LIABILITY

7.1 Sheffield Hallam University shall not be liable for any loss or damage arising from any cause beyond its reasonable control.

8 INSURANCE

Sheffield Hallam University will be responsible for insuring the Equipment against loss, damage, theft providing the equipment is kept in a locked and secure room when not in use. The Equipment shall be insured for the manufacturer’s current published list price.