The purchase of digital cameras for checkout to Metropolitan State students, faculty, and staff is made possible through funds provided by the Library Endowment of the Metropolitan State University Foundation.

The Metropolitan State University Foundation was established in 1978 by five alumni and friends. Their mission is to assist Metropolitan State University in its development as a comprehensive urban university in the Twin Cities metropolitan area for changing and diverse student needs by generating maximum public awareness as well as governmental and private support.

The university receives less than half its funding from the State of Minnesota. Private gifts make it possible for the Metropolitan State University Foundation to establish important measures of excellence and quality at Metropolitan State and to make a difference in the lives of the diverse student body.
Policies & Procedures

Who can borrow a camera?
Current students, faculty, & staff of Metropolitan State University may borrow a camera. Community borrowers are not eligible.

How much does it cost?
There is no charge to borrow a camera. However, you must supply your own AA batteries (two).

Where can I use the camera?
The camera may be used on or off campus. Please bear in mind that you may incur charges for lost cameras or accessories.

Where do I go to check out a camera?
Cameras are checked out and returned at the library's second-floor Circulation Desk. You will be required to complete an agreement form each time you borrow a camera. The form will be kept on file in the library.

How long can I keep the camera?
Cameras are checked out for a 7-day loan period. There are no renewals.

Can I reserve the camera for a specific time?
No. Cameras are available on a first-come, first-served basis. However, you may place a hold on a camera so that the first camera available will be held for you. You then have 48 hours to pick it up.

What happens if I lose camera accessories?
The camera is checked out with a Quickstart Guide, a manual, a 2GB SD memory card, a USB cable, a mini-tripod, and a storage bag. You will be charged $25.00 for each accessory that is missing when the camera is checked back in.

What do I need to do when I am finished with the camera?
Remove your batteries and take the camera to the library's second-floor Circulation Desk. Be sure to give it to a staff person, who will check it in for you.

How can I be sure that none of my photos remain in the camera?
Follow the instructions on the Quickstart Guide to erase all your images. Once the camera is returned, library staff will “wipe” the SD memory card to remove all traces of your images before checking out the camera to the next borrower.

Is it okay to use my own SD card instead?
Yes, you can use your own SD card if you wish.

Caution:
If you do not return the camera, an immediate hold will be placed on your academic record, and we will report the camera to the police as stolen.

Check Out Our Digital Cameras!

Using a digital camera to create your own original photos is a great idea for class assignments, such as PowerPoint presentations, reports, and term papers. With your own images, you can display exactly what you want, without having to spend time searching for an appropriate photo that often isn’t quite what you wanted anyway. When you take your own pictures, you don’t have to worry about the copyright violations that frequently occur when people use images they find on the Internet.

Create your own images with a library digital camera.

The Metropolitan State University Library & Learning Center now has new digital cameras to loan for this purpose, or for any other projects you may have. Cameras can be borrowed for a week at a time and can even be used off-campus, so you can photograph your friends, family events, and more.

Check out a digital camera to get the kind of photos you cannot get with your cell phone camera. The large, sharp images can enhance any project, from assignments to your Facebook page.