

GSSWI – Videographer Job Guidelines

Equipment Information:

- The Sony video camera was donated by Ann Wright (The equipment includes: the camera, an AC plug-in adapter, a rechargeable battery which fits on the AC adapter for recharging purposes [this battery does not appear to be good any longer], a battery case which holds 6 AA batteries, a strap, a cable which has a yellow and white jack on one end and a single jack on the other).
- A tripod which belongs to the society.
- One orange extension cord which belongs to the society.
- A wheeled storage case which belongs to the society.
- A white cloth bag containing a box with 12 small tapes to be used in the video camera.

Member Information:

- Sue Fessenden, Ruth Hancock, Doreen Johnson, and Ann Wright have video taped before and would be good sources for any questions you may have.
- The current librarian is the recipient of the VHS tapes. Marge Cornelius or Maureen MacDonald could answer questions about the tape library.
- The librarian will update the program inventory on the GSSWI website.

Camera Information:

Note: Prior to attempting to use the buttons or switches, the camera must be hooked up to a power supply.

Buttons, switches, etc.:

- On the top of the camera to the right of the eyepiece is the **EJECT** tape button. Push this button to the right, and then wait for the tape holder to open. To close the tape compartment push the side panel in towards the camera. The tape will lower into position by itself.
- Below the eyepiece is a button to open the mini-screen where you can view what the camera is recording.
- To the right of the eyepiece there is a black switch which switches the camera between **LOCK** and **STANDBY**. In the center of that switch is a red **RECORD** button. When filming, the switch should be in the **STANDBY** position. To start or stop filming, push the red button in. The viewing screen will display **REC** (if you are currently recording) or **STBY** (if you are NOT currently recording).
- On the left side of the camera near the lens there is a three position switch which changes the mode from **CAMERA** to **OFF** to **PLAYER**. When filming, this switch should be in the **CAMERA** position. When converting the recording to a VHS tape, this switch should be in the **PLAYER** position. When stored, the camera should be in the **OFF** position.
- On the top of the camera to the right of the **EJECT** button is the **ZOOM CONTROL** rocker switch. Use it to zoom in for telephoto detail or out for a wide angle view. Be aware that the clarity of the picture is limited so using the zoom is advisable for filming overheads that the speaker is presenting.

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- On the top of the camera you will find all of the buttons to control the playing of a tape when the camera is set as a **PLAYER** (see above). These buttons are: **STOP**, **REW**, **PLAY**, **FF**, and **PAUSE**.
- On the right side of the camera, towards the lens, is a rubber cover which protects the input/output jacks. The jacks are color coded (yellow and white) to correspond to the jacks on a VHS recorder. A special cable (provided with the video equipment) is used to connect these jacks between the camera and your VHS recorder.

Camera Setup:

- Sitting in the second row next to the center aisle with the tripod positioned in place of a chair in the front row is generally the best position for filming. It would be a good idea to arrive at the meeting early enough to secure the filming positions you need. Otherwise, you may have to have one or two members change their seats in order for you to have the optimal filming setup. You need to make sure that you have an unobstructed view.
- It is suggested that you set up about 15 minutes early so you have time to plug in the extension cord and get the camera mounted on the tripod and aimed toward the speaker.
 1. Insert a previously rewound small tape into the video camera.
 2. Set the camera to **PLAYER** mode.
 3. Push the rewind button to make sure the tape is completely rewound.
 4. Set the camera into **CAMERA** mode.
 5. Open the viewing screen.
 6. Put the camera in **STANDBY** mode.
 7. Aim at the speaker or at the wall where their overheads will be displayed.
 8. Zoom in or out as needed to get the best view of the material.
 9. Press the reset button to reset the recorded time to zero. The reset button is located within the viewing screen enclosure.

Filming:

1. When the speaker begins, press the red button and check the viewing screen to make sure it says **REC**.
2. The viewing screen also shows the number of minutes/seconds the camera has been running. The small tapes can record up to 2 hours of filming. Most speakers do not speak for more than 2 hours, but it can happen. As you approach the 2 hour mark you will see a red light blinking. If you need to insert a second tape, ask the speaker to stop while you make the change, and then press the red button to stop the recording. Remove the completed tape and insert a fresh one, also previously rewound. (You should have two tapes that are rewound and ready to go prior to arriving for the meeting). Begin with Step 9 above to start recording again.
3. When the speaker is done press the red button to stop the recording.
4. Switch the camera to **LOCK**.
5. Set camera mode to **OFF**.

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Camera Takedown:

1. Close up the camera and remove it from the tripod.
2. Unplug everything and pack it into the carrying case (camera, tripod, extension cord, tapes, etc.)
3. Make sure you get any extra handouts and take them with you.

Transferring the Small Tape to a VHS Tape:

- How this is done will depend on your own VCR but the following steps will be common to all.
 1. Rewind the tape in the camera.
 2. Open the rubber cover to the right of the lens so you can get to the input/output jacks.
 3. Connect the camera to your VCR with the special cord that has a yellow and white jack plug at each end. Make sure the white goes to the white and yellow goes to the yellow at both ends.
 4. Set up the camera to **PLAYER** mode.
 5. Set up your VCR to record from an auxiliary source (you will probably need to refer to your VCR instructions to establish how this is done).
 6. Press the **PLAY** button on the camera once you know your VCR is recording.
 7. When done press the **STOP** button on the camera and on your VCR.
 8. Rewind the tape in the camera and remove it.

Labeling the Tapes:

- Label the small tape from the camera in pencil on the label that was provided with the tape or alternatively, a post it note, showing the program date, the program title and the speaker's name. Place it with the others in such a way that you reuse the oldest tapes first. The tapes are currently stored in a cardboard box and kept in the white cloth bag in the wheeled storage case.
- Label the VCR tape with the program date, the program title and the speaker's name. Give the labeled VCR tape and any extra handouts along with an updated copy of the Inventory of GSSWI Program Video Tapes (see below) to the current librarian. It would be advisable to discuss this procedure with the librarian. The appropriate procedure would depend on what the librarian wants to receive from you.

Maintain the Inventory of GSSWI Program Video Tapes:

Add the latest video to the Inventory of GSSWI Program Video Tapes log and give a copy to the current librarian along with the labeled VCR tape and the extra handouts as shown above.

Inventory of GSSWI Program Video Tapes

Date	Speaker/Topic	Handouts
June 2004	Donna Potter Phillips – 1) “Getting Organized to Leave a Legacy” & 2) “Finding Vital Records: Dozens of Ways to Find that Information”	Yes
September 2004	Warren Sommers – “Illustrated History of Cemeteries”	Yes
October 2004	Program not taped	
November 2004	Program not taped	
December 2004	No Program	
January 2005	Margaret Summitt – “Writing Your Family History”	No
February 2005	Program not taped	
March 2005	Gary Zimmerman – “Migration of Early Settlers in America – Part 3 (Louisiana, Missouri, Arkansas, Texas)”	Yes
April 2005	Linda Blackington – “Researching Native American Roots”	Yes
May 2005	Shirley Penna-Oakes : “Records ‘Vital’ for Genealogists”, 2) “Finding and Using Compiled and Miscellaneous Sources”, 3) “What Should I Have in My Own Personal Library”, 4) “12 Tips and 10 Topics in 30 Minutes”	Yes
June 2005	Sarah Thorson Little – (1) “Window Shopping On the Web”, 2) “Case Study in Genealogical Research”	Yes
September 2005	No Program	
October 2005	Bobbie Sandberg – “Video Cameras”	No
November 2005	Gary Zimmerman – “Migration of Early Settlers in America – Part 4 (From Missouri to the West Coast)”	Yes
December 2005	Mary Kay Kozy – “Researching Church Records”	Yes
January 2006	Darrel Trudeau – “Irregular Sources”	Yes
February 2006	Darrel Trudeau – “Using Maps in Genealogical Research”	Yes
March 2006	Lorraine McConaghy – “Understanding Family History”	Yes
April 2006	Laura Pemberton Sparr – “Irish Research”	Yes
May 2006	Spring Seminar – no program	
June 2006	Sarah Thorsen Little - (1) “Solving a Genealogical Problem Using the Internet”, 2) “A Case Study in Genealogical Research”	Yes
September 2006	Donna Potter Phillips – (1) “To Internet or Not to Internet – Beginning Your Genealogy Search Online”, 2) “Immigration: Where? When? Why? How?”	Yes
October 2006	Terry Beck – “Genealogy Resources in the Sno-Isle Library System”	Yes
November 2006	Gary Zimmerman – “Making the Most of Google”	No
December 2006	No Program	
January 2007	Jean Roth – “Planning & Enjoying a Successful Heritage Discovery Trip	No
February 2007	Patty McNamee (Substituting for Curtis Roselle) “Civil War Records and Beyond”	No
March 2007	June Robinson – “Using Old Newspapers to Flesh Out a Family Tree”	Yes
April 2007	Maureen MacDonald – “Ancestry.com and More”	No
May 2007	Brent Trimble – “Death Records From Funeral Homes”	
June 2007	Sarah Thorson Little – “Locating, Evaluating & Citing Sources”	
September 2007	No Program	
October 2007	Margaret Robe Summit – “Case Study”	
November 2007	Tom Laurenson – “Scottish Migration & the Push-Pull Theory”	
December 2007	Laura Pemberton Sparr – “Workshop on Data Extraction”	
January 2008	Christina Baldwin – “Telling Your Genealogical Story”	
February 2008	Gary Zimmerman – “The Counties of England & Wales”	
March 2008	Lethene Parks – “Mapping Family Migrations”	Yes
April 2008		
May 2008		