



Equipment Check Out Tip Sheet

Multimedia equipment can be checked out by NACDD consultants, Board Members, and staff at no charge to carry out official NACDD activities. Equipment can be checked out for two weeks at a time.

Other uses are by special permission at the discretion of Paige Rohe, NACDD Director of Communications.

You can find tips on how to care and clean the equipment while in your possession below. To check out equipment, please fill out the [Equipment Check Out Form](#) to begin the process.

How to care for equipment

- When traveling:
 - Use sufficient padding for all fragile items including camera body, lenses, and filters
 - Disassemble equipment before traveling
 - Don't pack equipment into a checked bag(s)
 - Pack the charger and up to two spare batteries
 - Bring extra cleaning supplies for equipment such as lens wipes and brushes
- For memory cards:
 - Carry them only in the protective case provided
 - Store memory cards in cool places away from areas where it can get hot such as dashboards or glove compartments
 - Do not store memory cards close to magnetic sources
- Use the provided UV filter to protect camera lens from drops and/or scratches

How to clean equipment

1. Ensure all equipment is turned off before cleaning
2. Use the rocket blower to remove large bits of dust from camera lens – do not use a cloth to remove dust as it can scratch the lens
3. Use the lens pen brush to remove the remaining dust from the camera lens
4. In a circular motion, clean the lens lightly using a clean micro fiber cloth
5. After using the micro fiber cloth, use pre-moistened lens tissues to give the lens a final clean

6. Use the rocket blower to clean the rear element of the lens and the mount

Returning equipment to NACDD

- Back up raw files to your computer or other device, and provide copies to the Communications Department before returning equipment.
- Return equipment cleaned and ensure items such as memory cards to do not have any files saved.
- Shipping the equipment back to NACDD:
 - Use a sturdy, appropriate-sized box to ship equipment back.
 - Wrap each individual piece of equipment in two to three layers of bubble wrap.
 - Use soft, pliable packing material such as additional bubble wrap. Styrofoam peanuts, packing straw, or crumbled newspaper to fill in spaces around the equipment.
 - Provide the Communications Department with tracking numbers for all boxes.
- When shipping the equipment back, it must be sent overnight or next business day and be insured for the approximate value of the package.

For additional questions about media outreach, contact the Director of Communications, Paige Rohe, prohe@chronicdisease.org.