CSDS Desktop Services
Camera Support Standards

Date Issued:  September 13, 2011
Date Last Revised:

STATEMENT OF STANDARD
CSDS supported departments have business needs related to photo and video cameras. The type of equipment and the support that can be expected is limited as outlined in this document.

REASON FOR STANDARD
The intent of the CSDS camera support standard is to provide efficient support and reliable use for supported department’s photo and video needs.

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>E-mail/Web Address</th>
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<tbody>
<tr>
<td>Guide Clarification</td>
<td>Relationship Manager</td>
<td>Link to list</td>
</tr>
<tr>
<td>Initiate Request</td>
<td>Dept Technology Coordinator</td>
<td>Link to list</td>
</tr>
<tr>
<td>Financial Decisions</td>
<td>Dept Authorized Person</td>
<td>Link to list</td>
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</tbody>
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PROCUREMENT
CSDS will place orders on behalf of departments from University preferred Strategic Sourcing vendors for any equipment that attaches to a computer including photo and video cameras. In the event of specialty equipment that may be required and not available from a Strategic Sourcing vendor, CSDS will assist the department, working with Procurement, to acquire the necessary equipment.

Requests for hardware must be submitted by your Departmental Technical Coordinator or other Approved Person via the Approved Person Request Form. Additional information about Approved Persons can be found here.

PERSONALLY OWNED CAMERAS
Only Purdue owned cameras should be connected to CSDS supported machines. Cameras purchased with personal funds will not be installed or supported.

HARDWARE CONSIDERATIONS
Camera connection should be USB “plug and play” and compatible with the Operating Systems currently supported by CSDS. When connected to the computer, cameras should automatically be recognized as a local drive letter by the Operating System without the need for vendor software. If the camera is not “plug and play” ready, the department will be responsible for purchasing a USB card reader for transferring camera data to a computer.

Refer to page two of the List of Standard Supported Video Editing Applications when purchasing a video camera to ensure the CSDS software will support the video and audio file types produced by the camera.
SOFTWARE STANDARDS

Photo and video editing is a common business need for CSDS supported customers. This business need varies widely and there are many photo editing applications available on the market. In order to provide efficient support and reliable use, the following photo editing software are made available for installation on CSDS supported computers.

- [List of Standard Supported Photo Editing Applications](#)
- [List of Standard Supported Video Editing Applications](#)