

## Telescope Lending Policy (*Patron Copy*)

1. IMPORTANT NOTICE AND DISCLAIMER: **Do not look at the sun with the telescope;** doing this can blind the user. The library is not responsible for any damages a patron inflicts upon themselves or the telescope.
2. The telescope may be checked out by a Baxter Memorial Library card holder who is 18 years of age or older, has been a member for at least six months and is in good standing. Patron must present a picture ID and current proof of address (e.g. driver's license, utility bill, etc.) before checking out the telescope. The telescope is not available to loan through Catamount or Inter Library Loan.
3. The patron will sign a Telescope Lending Agreement each time they check out the telescope.
4. The telescope will circulate for up to 7 days and must be handed directly to a staff member when returned. The telescope may not be returned on a Saturday when no staff member is present. Patron must wait for check-in to be completed.
5. The telescope can be renewed for one additional 7 day period if no other patron is waiting to borrow it.
6. The telescope can be placed on hold for a patron if it is already checked out.
7. The patron is not permitted to lend the telescope to anyone while the telescope is in their possession. The telescope is the patron's responsibility during the time it is signed out in their name.
8. A late fee of \$7.50 per day will apply the first day after the telescope is due, and full replacement cost of \$400 will be charged at 7 days overdue.
9. If the telescope is damaged, lost or stolen while checked out to a patron, a fee will be determined by the library based on the cost of repairing or replacing the telescope, and will be charged to the patron.
10. Return all parts of the device and the books included when you bring the telescope back to the library. Patrons will be charged for missing items.
11. Children must be supervised at all times while using the telescope.
12. Treat the telescope with care and carry it as demonstrated by a staff member when traveling to and from any destination. When transporting the telescope in your vehicle, please buckle it into your vehicle's seat-belt.

13. Keep telescope in a clean, dry, dust-free place, safe from liquids, extreme temperatures, and from being dropped. Store in a place protected from children and pets. All covers should be kept attached to the telescope at all times. Do not attempt to clean the telescope with chemicals or liquid. Keep dust caps on the front of the telescope and the focuser when not in use. Turn off the range finder when not using it. Do not store the telescope outdoors or in a car

14. Any situation not covered by this policy will be reviewed and acted upon by the Board of Trustees in its sole discretion.

*This policy was approved by the Board of Trustees of Baxter Memorial Library on 6/22/2023.*

## Telescope Lending Agreement (Library Copy)

I, \_\_\_\_\_, have read the complete Baxter Memorial Library Telescope Lending Policy and take full responsibility for any damage, loss, or theft of the telescope or any of its parts.

\_\_\_\_\_  
Signature of Patron & Patron Library Card Number

\_\_\_\_\_  
Checkout Date

### **STAFF USE ONLY**

#### **Checkout**

- ☐ Telescope has no visible signs of damage
- ☐ Telescope accessories (dust caps, etc.) are fully attached via their cords
- ☐ All accompanying materials are included (Fill in "Telescope Checklist" at check-out & check-in)
- ☐ Patron contact info confirmed & ID checked
- ☐ Copy of this completed agreement given to patron

#### **Check In**

- ☐ Telescope has no visible signs of damage
- ☐ Telescope accessories (dust caps, etc.) are fully attached via their cords
- ☐ All accompanying materials are included (See list with telescope)
- ☐ Telescope returned directly to library staff member

Librarian signature: \_\_\_\_\_ Date: \_\_\_\_\_