

# Columbia Public Library



## Library Telescope Borrower Contract

Columbia Public Library is pleased to offer a telescope checkout service. Please read the following rules and procedures regarding the use of the telescope.

1. The borrower agrees to never look directly at the sun through the telescope or its finder scope. It is understood that permanent eye damage could result. The telescope should never be pointed at the sun. Columbia Public Library will not be held liable for any injuries incurred as a result of telescope use.            (Borrower's initials).
2. Telescopes may be borrowed by patrons 18 or older with a valid Columbia Public Library card in good standing (less than \$5 in fines). Only one telescope may be checked out at a time.
3. Telescopes are loaned for a two week period. Telescopes may be renewed one time if there are no holds.
4. Telescope must be returned inside the library and given to a staff member.
5. A \$5 per day fine will be applied to telescopes returned late. If not returned after two weeks of the due date, the borrower will be billed for the \$684 replacement cost of the telescope.
6. When transporting the telescope in a vehicle, the borrower must place in seat with a seatbelt around it.
7. Telescope may NOT be put in the trunk, the footwell, or on a lap.
8. The borrower will not expose the telescope to water or extreme heat or cold and will not point the telescope at the sun. The borrower will only use the telescope for its intended purpose: to view the nighttime sky. Telescopes have been calibrated and borrowers need not adjust the finder scope.
9. The borrower is responsible for all items included with the telescope and will return the telescope and all its parts. If any of these items are damaged or lost, the borrower will pay a replacement fee.

### Parts Include:

- Orion StarBlast 4.5 Astro Reflector Telescope with Base - \$414
- 8-24 mm zoom lens (attached to telescope) - \$50
- Red dot Finder (attached to telescope) - \$40
- Camera Bag - \$10
- Audubon Constellation Guide - \$12
- Headlamp - \$12
- Laminated instruction manual (flip guide) - \$5
- Telescope decals and rope - \$6

## Liability Agreement

By signing this agreement, you are consenting to the following: Full responsibility for telescope, its condition and whereabouts. Payment of \$684 if damaged or lost. Responsibility is for telescope, accessories bag, and all included parts.

Borrower: Printed Name: \_\_\_\_\_

Library Card Number: 00026 \_\_\_\_\_

Checkout Signature: \_\_\_\_\_

Check in Signature: \_\_\_\_\_

## **\*\*For Staff Use Only\*\***

### **Telescope Check-out Procedure**

1. Confirm Borrower's current contact information in Polaris and Photo I.D.
2. Have Borrower read and sign contract. Answer any questions of Borrower.
3. Check out telescope in Polaris
4. Ask Borrower to watch the NHAS video on telescope "Care and Maintenance"

### **Telescope Check-in Procedure**

1. Confirm all telescope parts have been returned
2. Return Telescope in Polaris