

BLAISDELL MEMORIAL LIBRARY

Telescope Borrower Policy & Agreement

Borrower Criteria

The telescope is available only to current Blaisdell Memorial Library cardholders in good standing. (For the purposes of this borrower policy, “good standing” means no late fees or billed items on record, and up-to-date patron information.) Borrowers must be at least 18 years of age and must present a valid ID.

The library reserves the right to refuse service to any person who abuses equipment or is late in returning the telescope.

Loaned Items - Content

The telescope does not come in a case. It is best to carry it by placing one’s forearm under the tube and lifting it, still upright, to be supported against ones side. To secure it in a vehicle, use both the lap belt and chest belt in the front seat (preferably) to keep it in place.

A lens cap, with a small cut-out portion for viewing the moon, is attached to the tube. A pouch is strapped to the telescope containing:

1. Instruction Manual – Please read prior to using the telescope
2. National Audubon Society Pocket Guide to Constellations
3. Celestron Night Vision LED Flashlight

Check Out & Return Procedure

The telescope is loaned on a first-come first-serve basis. It may be reserved in advance, but will be held for a maximum of 1 week. Patrons will be notified by phone and email (if on file) and patrons must pick the telescope up during the library’s normal hours of operation.

The telescope may be checked out for 1 week, with no renewals, with a waiting period of 1 week before the same household can borrow it again.

The library understands that weather may not be optimal for stargazing during your checkout period, but the telescope will be passed on to the next patron if it was reserved for them in advance.

The telescope must be picked up from, and returned to the circulation desk of the Blaisdell Memorial Library. When returning the telescope, patrons must consult with a staff member to assist them.

Library staff will verify that the telescope is in good working order at the time it is checked out and returned. When returned, the telescope will be checked for functionality and accessories in the patron’s presence before being removed from the patron’s record.

Overdue Fines & Damage Fees

Overdue late fees are \$5.00/day, up to a maximum of \$25.00. There is no grace period. The patron is responsible for damages to the telescope and its accessories.

By checking out the telescope, the patron is accepting full financial liability for the telescope and accessories while in the patron's possession. Additionally, the patron agrees to pay all costs associated with damage to, loss of, or theft of the telescope occurring during the checkout period.

The patron will be charged replacement fees for any items not returned in the telescope kit, or for any items returned damaged. Replacement fees shall be as follows:

- Telescope \$300
- Flashlight \$15
- Constellations Guide \$10
- Instruction Manual \$5

“Common Sense” Reminders

Do not look at the sun through the telescope.

The telescope is not set up for attachment to a camera or any other device.

By signing this document, you are agreeing to be bound by the above policies and procedures.

Patron Name (please print) _____

Patron Address _____

Patron Phone/Email _____

Patron Signature _____

Date loaned _____ Staff initials loan _____

Date returned _____ Staff initials return _____

Telescope _____ *Flashlight* _____ *Constellations Guide* _____ *Instruction Manual* _____