

LFPL is pleased to offer Telescopes for checkout. This agreement has been established to help ensure the continued success of this investment. This program was made possible by generous donation from the Louisville Astronomical Society. Happy Stargazing!

Guidelines for Borrowing and Use

- **WARNING: Do not look at the sun with the telescope; doing so can cause blindness and damage the telescope. The library is not responsible for any damages a patron inflicts upon oneself or the telescope.**
- Only borrowers 18 years and older may check out the telescope.
- Borrowers must present a valid Louisville Free Public Library card and be in good standing at the time of check out.
- Check out period is **one (1) week**, no renewals. For each day overdue, a \$10.00 charge will be added to my library account. If not returned within 10 days of being overdue, *replacement costs* outlined below for the telescope will be charged to my account. Replacement costs also will be applied for any damage.
- Borrower may only check out one telescope at a time and must be returned by appointment at the same location it was checked out from. Appointments are brief but are required to ensure trained staff are available.

I Agree:

- I have read the guidelines and warning stated above. **Initial** _____
- RETURN:** The telescope **MUST** be returned directly to a library staff member at the checkout station. I will not return the telescope in a drop box. If I return the telescope in the drop box, I will be charged all repair and/or replacement costs.
- TRANSPORT:** I understand that the telescope should be transported in a vehicle and secured with a seatbelt.
- USER RESPONSIBILITY:** I will not expose the telescope to water or extreme heat or cold. I will supervise any children that are using the telescope. I will also turn off the EZ Finder scope when not in use to preserve battery life. I will **not** clean the telescope, lenses or peripheral equipment as it may permanently damage the telescope (the telescope *is* disinfected prior to checkout by trained library staff).
- LIABILITY:** I accept full responsibility for the telescope and accessories while checked out to me, including:
 - I am liable for any repair costs if the telescope is returned damaged. Charges will be added to my library account.
 - I am liable for replacement costs as outlined below if the telescope is lost or stolen while checked out to me. Charges will be added to my library account.
 - I am liable for any physical damage to myself or others I allow to use the telescope.

I have read this document and my signature indicates compliance with this agreement.

Print Patron Name: _____ Date: _____ Staff Initials: _____

Due Date: _____ Telescope Barcode #: _____

Patron Signature: _____ Record ID #: _____

Replacement Costs

Telescope, finder, lens, eyepiece & S/H	\$322
Pouch	\$ 10
Headlamp (red & white light)	\$ 17
Laminated User Guide	\$ 14
Audubon Constellation Guide	\$ 12
TOTAL	\$375

For Library Staff Use

Check Out

Staff name: _____

<p>1. Confirm</p> <p><input type="checkbox"/> Confirm Patron info in Polaris</p>	<p>5. Check that all pieces/parts are present Telescope and Pouch must include:</p> <p><input type="checkbox"/> Telescope front cover</p> <p><input type="checkbox"/> Telescope eyepiece dust cap</p> <p><input type="checkbox"/> Telescope EZ Finder Scope with battery pack (on top of optical tube)</p> <p><input type="checkbox"/> Telescope eyepiece (mounted on focuser)</p> <p><input type="checkbox"/> Pouch: Laminated Instruction Manual</p> <p><input type="checkbox"/> Pouch: Audubon Constellation Guide</p> <p><input type="checkbox"/> Pouch: Headlamp</p>
<p>2. Review</p> <p><input type="checkbox"/> Review guidelines on reverse side</p>	<p>6. Check out</p> <p><input type="checkbox"/> Check out telescope to patron through Polaris and staple patron date due slip to their copy of user agreement.</p>
<p>3. Sign</p> <p><input type="checkbox"/> Have patron sign the user agreement and make them a copy</p>	
<p>4. Demonstrate</p> <p><input type="checkbox"/> How to carry the telescope safely</p> <p><input type="checkbox"/> Take off the lens cap & show which end is "up" on the telescope</p> <p><input type="checkbox"/> Turning the finder on/off & use of the finder to locate an object</p> <p><input type="checkbox"/> How to view and focus the telescope</p>	<p>7. Return appointment</p> <p><input type="checkbox"/> Make an appointment for return.</p>

Patron Name: _____

Checkout Date: _____

Check-in Date: _____

Check In With Patron Present

Staff name: _____

<input type="checkbox"/> Turn on finder and confirm the finder is working in the presence of the patron
<input type="checkbox"/> Check the condition of the mirror (look down the barrel). Is it still whole and unbroken?
Verify: All pieces/parts are present and in good condition on the telescope and in the pouch?
<input type="checkbox"/> Telescope front cover
<input type="checkbox"/> Telescope eyepiece dust cap
<input type="checkbox"/> Telescope EZ Finder Scope with battery pack (on top of optical tube)
<input type="checkbox"/> Telescope eyepiece (mounted on focuser)
<input type="checkbox"/> Pouch: Laminated Instruction Manual
<input type="checkbox"/> Pouch: Audubon Constellation Guide
<input type="checkbox"/> Pouch: Headlamp
<input type="checkbox"/> Check in from patron's account, with patron present
<input type="checkbox"/> Ask patron if he/she is willing to fill out the Check-In Survey?

Staff Duties After Check In

<input type="checkbox"/> Clean ONLY the rubber eye piece and dust cap
<input type="checkbox"/> Check batteries in the finder & headlamp and replace, if necessary