

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. If not returned within 10 days of being overdue, *replacement costs* outlined below for the telescope will be charged to library 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 **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
<b>TOTAL</b>	<b>\$375</b>

## For Library Staff Use

### Check Out

Staff name: \_\_\_\_\_

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

Patron Name: \_\_\_\_\_  
Checkout Date: \_\_\_\_\_ Check-in Date: \_\_\_\_\_

### Check In With Patron Present

Staff name: \_\_\_\_\_

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? Telescope front cover Telescope eyepiece dust cap Telescope Scope (on top of optical tube) Telescope eyepiece (mounted on focuser) Pouch: Laminated Instruction Manual Pouch: Audubon Constellation Guide Pouch: Headlamp
Check in from patron's account, with patron present
Ask patron if he/she is willing to fill out the Check-In Survey?

### Staff Duties After Check In

Clean ONLY the rubber eye piece and dust cap
Check batteries in the finder & headlamp and replace, if necessary