

LFPL is pleased to offer binoculars for checkout. This agreement has been established to help ensure the continued success of this investment. This program was made possible by generous partnership with Genentech, Louisville Astronomical Society, and the Louisville Audubon Society. Happy stargazing and birdwatching!

**Guidelines for Borrowing and Use**

- **WARNING: Do not look at the sun with the binoculars; doing so can cause blindness and damage the binoculars. The library is not responsible for any damages a patron inflicts upon oneself or the binoculars.**
- Only borrowers 18 years and older may check out the binoculars.
- 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 binoculars will be charged to library account. Replacement costs also will be applied for any damage.
- Borrower may only check out one pair of binoculars 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 binoculars **MUST** be returned directly to a library staff member at the checkout station. I will not return the binoculars in a drop box. If I return the binoculars in the drop box, I will be charged all repair and/or replacement costs.
- TRANSPORT:** I understand that the binoculars should be transported securely.
- USER RESPONSIBILITY:** I will not expose the binoculars to water or extreme heat or cold. I will supervise any children that are using the binoculars. I will **not** clean the binoculars, lenses or peripheral equipment as it may permanently damage the binoculars.
- LIABILITY:** I accept full responsibility for the binoculars and accessories while checked out to me, including:
  - I am liable for any repair costs if the binoculars is returned damaged. Charges will be added to my library account.
  - I am liable for replacement costs as outlined below if the binoculars are 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 binoculars.

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

Print Patron Name: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Due Date: \_\_\_\_\_ Binoculars Barcode #: \_\_\_\_\_

Patron Signature: \_\_\_\_\_ Record ID #: \_\_\_\_\_

**Replacement Costs**

Crossfire HD 8X42 Binocular	\$105
Weatherproof carrying case	13
The Night Sky, 2 <sup>nd</sup> edition, Waterford Press	\$9
Backyard Birds of America, 2 <sup>nd</sup> edition	\$9
<b>TOTAL</b>	<b>\$136</b>

## For Library Staff Use

### Check Out

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

1. Confirm <input type="checkbox"/> Confirm Patron info in Polaris	5. Check that all pieces/parts are present binoculars and case must include: <input type="checkbox"/> Crossfire HD 8X42 Binoculars <input type="checkbox"/> Weatherproof carrying case <input type="checkbox"/> The Night Sky, 2 <sup>nd</sup> edition <input type="checkbox"/> Backyard Birds of America
2. Review <input type="checkbox"/> Review guidelines on reverse side	
3. Sign <input type="checkbox"/> Have patron sign the user agreement and make them a copy	
4. Demonstrate <input type="checkbox"/> Remove binoculars from the case and demonstrate setting up eye cups. <input type="checkbox"/> Setting interpupillary distance by adjusting binoculars in/out to create one continuous picture. <input type="checkbox"/> Setting up focus in left eye (center dial) and right eye (diopter)	6. Check out <input type="checkbox"/> Check out binoculars to patron through Polaris <input type="checkbox"/> Staple patron date due slip to their copy of user agreement.
	7. Return appointment <input type="checkbox"/> Make an appointment for return.

Patron Name: \_\_\_\_\_

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

### Check In With Patron Present

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

Verify: All pieces/parts are present and in good condition on the binoculars and in the case? <input type="checkbox"/> Binoculars <input type="checkbox"/> Weatherproof carrying case <input type="checkbox"/> The Night Sky, 2 <sup>nd</sup> Edition, Waterford Press <input type="checkbox"/> Backyard Birds of America, Waterford Press
Look through binoculars to verify no damage to lenses
Check in from patron's account, with patron present

### Staff Duties After Check In

<input type="checkbox"/> Clean ONLY the rubber eye piece with brush and/or microfiber cloth.
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