

- Borrowing is restricted to Westminster residents over 17 years of age with no overdue charges or lost materials currently on record.
- A *Telescope User Agreement* must be completed with each checkout.
- The telescope and all components must be returned *in person* to a staff member at the main circulation desk of Forbush Library.

Including:

- Carrier box with 2 pillows
- Telescope with attached eyepiece and finder scope
- Belt pouch with headlamp
- Zippered pouch containing:
 - Instruction manual
 - Klutz Guide to Backyard Stars
 - Starry Night
 - Heavens Map (National Geographic)
 - Cornerstones of Science Star Program (book)
 - Constellations (book)
- The loan period is 7 days. It may be renewed once.
- A late return fee of \$15.00 per day will be charged after the loan period.
- If the telescope is not returned within 2 weeks of the due date, \$375.00 will be charged to cover the replacement cost.
- Forbush Library will not be held liable for any injuries incurred as a result of telescope use.

Guidelines for Telescope Care and Use

- **Never** look directly at the sun through the telescope or the finder scope, even for a moment; eye damage could result. Pointing the telescope at the sun could damage the instrument.
- **Read** the instruction manual for proper care and use of this telescope
- **Practice** with the telescope indoors before night use
- Do not loan the telescope to anyone
- Children must be supervised while using the telescope
- Keep all parts together at all times
- Do not remove parts or attempt adjustments
- Do not try to clean mirrors or lenses
- Keep the telescope in a clean, dry, dust-free space, safe from rapid changes in temperature and humidity
- Keep dust caps on the front of the telescope and focuser when not in use
- Remember to turn off the rangefinder when not in use
- Use a seatbelt around the case when transporting in a vehicle

Date Borrowed: _____ Date Due: _____

PLEASE REMEMBER:

- ❖ Late return fee is \$15 per day
- ❖ Telescope must be returned in person at the main circulation desk
- ❖ **NEVER** look at the sun through the telescope

Telescope Lending Policy

Checkout: Keep this form on file.

- Have patron read *Telescope Lending Policy* and complete/sign the *User's Agreement* portion of this form.
- Give *Telescope Lending Policy* to borrower. Fill in date borrowed and date due.
- Confirm borrower phone number and barcode on *User's Agreement* (below).
- Checkout with barcode at circulation desk.
- Check that telescope and all parts are included in the carrier box.

Check in:

Check telescope for damaged/ missing parts:

- Carrier box with 2 pillows
- Telescope with attached eyepiece and finder scope
- Belt pouch with headlamp
- Zippered pouch containing:
 - Instruction manual
 - Klutz Guide to Backyard Stars
 - Starry Night
 - Heavens Map (National Geographic)
 - Cornerstones of Science Star Program (book)
 - Constellations (book)

Check telescope in with barcode.

Enter date returned and initial the patron's *User's Agreement* below:

User's Agreement

I have read, understand, and agree to abide by the terms of the Forbush Library's Loan Policy and Guidelines for Telescope Care. I agree to use it responsibly and to pay all appropriate costs up to \$375 should the telescope or any component be lost, stolen, damaged, or not returned.

Date borrowed: _____ Date due: _____ Renewed to: _____

Patron Barcode #: _____

Name (print): _____

Signature: _____ Date: _____

Date Returned: _____ Staff initials: _____
