

Gale Library Telescope Borrowing Policy and User Agreement

1. The telescope may only be checked out to Gale Library patrons who are 18 years of age or older.
2. Patron must sign a Telescope Borrowing Agreement each time the telescope is checked out.
3. The telescope will circulate for 10 days and may be renewed once, if there isn't a waiting list.
4. The overdue fine for the telescope is \$5.00 per day.
5. The patron is responsible for reading the instruction manual for the telescope's proper care and use.
6. The patron will pay the \$300 replacement costs for the following: the telescope is overdue more than 10 days; the telescope is lost or damaged beyond repair.
7. If the telescope is returned damaged, the patron will be charged a fee based on the cost of repairs.
8. The borrower is responsible for all items included with telescope. If any of these items are damaged or lost, the borrower will pay a replacement fee.
- 9. The patron agrees to never look directly at the sun through the telescope or its finder scope, even for a moment. It is understood that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope parts melting.**
10. The Gale Library will not be held liable for any injuries incurred as a result of telescope use.
11. Any situation not covered by this policy will be reviewed and acted upon by the Library Board of Trustees at its sole discretion.

Items included with Telescope

- Laminated user's manual
- Big un-laminated user's manual
- Head lamp/red light
- Audubon Society pocket guide
- SkyTheater DVD
- Pouch on telescope

Telescope User Agreement

I agree to follow the telescope borrowing policy for the Orion StarBlast Telescope from the Gale Library. I accept all responsibility for any damage to the telescope or caused by the use of the telescope when it is checked out in my name. **I understand that I should not look at the sun with the telescope.**

Patron Signature _____ Phone _____

Telescope Check out

- Confirmed user contact information
- Confirmed telescope has no damage
- Provided patron with copy of Telescope Borrowing Policy and User Agreement

Items included at checkout

- | | |
|---|---|
| <input type="checkbox"/> Telescope | <input type="checkbox"/> Audubon Society pocket guide |
| <input type="checkbox"/> Laminated user's manual | <input type="checkbox"/> <i>SkyTheater DVD</i> |
| <input type="checkbox"/> Big un-laminated user's manual | <input type="checkbox"/> Pouch on telescope |
| <input type="checkbox"/> Head lamp/red light | |

Checkout date:

Staff initials:

Patron initials:

Telescope Check In

- Confirmed telescope has no damage

All Items Returned

- | | |
|--|---|
| <input type="checkbox"/> Telescope | <input type="checkbox"/> Audubon Society pocket guide |
| <input type="checkbox"/> Laminated user's manual | <input type="checkbox"/> <i>SkyTheater DVD</i> |
| <input type="checkbox"/> Big un-laminated user's
manual | <input type="checkbox"/> Pouch on telescope |
| <input type="checkbox"/> Head lamp/red light | |

Return date:

Staff initials:

Patron initials:

Adopted and Approved: November 6, 2013

Board of Trustee Signatures: