

## **Baker Free Library**

### **Telescope Lending Policy**

1. The Library's Telescope can be checked out by a Baker Free Library card holder who is 18 years of age or older AND in good standing (no outstanding fines, fees, or overdue items). The patron must present current proof of address (i.e., a driver's license or current utility bill) and sign a new Lending Policy and Agreement each time the Telescope is borrowed. The Library will make and keep a copy of the patron's proof of address along with the signed Telescope Lending Agreement.
2. The Telescope can be checked out for a maximum of one week with no renewal and must be given directly to library staff when returned. DO NOT leave the Telescope outside of the library or in the library's lobby, or leave it unattended at the library's circulation desk. If the Telescope is left unattended outside of the library, the patron will be charged a \$25 fee for unnecessary risk to the Telescope.
3. The Telescope cannot be renewed. If there isn't a waiting list for the Telescope upon return, the returning patron may re-check out the Telescope (with new agreement signed) after staff have conducted the full check-in process.
4. The overdue fine for the Telescope is \$5.00 per day, with a maximum fine of \$100.
5. If the Telescope is more than 20 days overdue, or is returned damaged beyond repair, the patron will be charged \$200 for the Telescope, \$80 for the zoom eyepiece, \$80 for the telescope carrying case, and \$30 for the supportive materials, for a total of \$390. (This is due to the fact that the Library's Telescope was donated with a zoom eyepiece and cords, written materials, organizational pouch, *Starry Night* discs, and headlamp, as well as the carrying case, all of which would need to be replaced.) If only the eyepiece is lost, then the patron will be charged \$80 to replace the eyepiece. If only the cords, written materials, organizational pouch, and/or headlamp are lost or damaged, the patron will be charged up to \$30 to replace those materials. If only the carrying case is lost or damaged, the patron will be charged \$80 to replace it. Any missing items will result in charges.
6. The Telescope may not be loaned to anyone other than the borrower who signs the agreement on the other side of this policy. Do not allow children to play with this device without adult supervision.
7. Please treat the Telescope with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers should be kept attached to the Telescope at all times. Do not attempt to clean the Telescope with any chemicals or liquid or store the telescope outdoors. Keep the dust caps on the front of the telescope and on the focuser when not in use. Make sure to turn *off* the range finder when not using it.
8. The Telescope may be reserved by calling the library at 224-7113; emailing the library at [info@bakerfreelib.org](mailto:info@bakerfreelib.org); or going into the library catalog via our website [www.bowbakerfreelibrary.org](http://www.bowbakerfreelibrary.org).
9. The Telescope kit includes 1 Orion StarBlaster Telescope; 1 laminated manual; 1 Sky and Telescope article; 1 organizational pouch; 1 telescope carrying case; 1 headlamp; 2 *Starry Night* discs; 1 National Audubon Society pocket guide; and 3 cords attached to dust caps and related items.
10. The borrower is responsible for reading the instruction manual for proper care and use, and the Baker Free Library will not be held liable for any injuries incurred as a result of telescope use.
11. Do not look directly at the sun with the Telescope. Permanent eye damage could result.

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## Telescope Lending Agreement

I, \_\_\_\_\_, have read the complete Baker Free Library Telescope Lending Agreement and take full responsibility for the Telescope I am checking out.

\_\_\_\_\_  
*Signature of Patron & Patron Library Card Number*

\_\_\_\_\_  
*Checkout Date*

### STAFF USE ONLY

#### **Checkout**

Staff member name: \_\_\_\_\_ Time: \_\_\_\_\_

Device:  Telescope Material # \_\_\_\_\_

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is inside its carrying case
- All written materials are included (laminated manual, National Audubon Society Pocket Guide, 2 *Starry Night* discs in case, headlamp, and one-page *Sky and Telescope* article)
- Copy of patron's license attached to agreement
- Patron contact info confirmed
- Copy of this completed agreement given to patron

#### **Check In**

Staff member name: \_\_\_\_\_ Time: \_\_\_\_\_

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is inside its carrying case
- All related materials are included (laminated manual, National Audubon Society Pocket Guide, 2 *Starry Night* discs in case, headlamp, and one-page *Sky and Telescope* article)
- Telescope returned directly to library staff member

\$ \_\_\_\_\_ late fine recorded in Apollo or paid (circle)

\$25 unnecessary risk fee recorded in Apollo or paid (circle)

*Damage noted:*

*\*See Staff Procedures*