

8 Lancaster Road, Whitefield, NH 03598

(603) 837-2030

<https://whitefieldpubliclibrary.org/>

TELESCOPE BORROWER AGREEMENT

1. I agree to accept full responsibility for the Whitefield Public Library Orion StarBlast 4.5" telescope while it is checked out to me.
2. **I will not look at the sun through the telescope or its finder scope, even for a moment. I understand that permanent eye damage could result. I will not point the telescope at the sun, as it could result in telescope parts melting.**
3. I agree to return the telescope and all accompanying materials back to the library in excellent condition; return will be made at the circulation desk during library hours.
4. I accept full financial liability for the telescope and accessories while it is in my possession and I agree to pay all costs associated with damage to, loss of, or theft during my checkout period.
5. I agree that the library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the telescope.
6. I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing the telescope.
7. The Whitefield Public Library will not be held liable for any injury or injuries incurred as a result of telescope use.

My signature below indicates that I am 18 years of age or older. I have read and agree to the terms of the Telescope Borrower Agreement & Policy and Procedure. I acknowledge that the telescope is undamaged and in working order upon receipt.

Patron name - printed

WPL Card number

Patron Signature

Date Checked Out

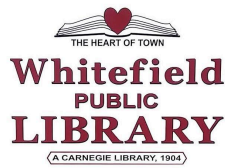
Date Due

Patron Phone Number

Date Returned

WPL staff initials

Patron Address



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TELESCOPE BORROWER POLICY & PROCEDURE

The Whitefield Public Library Orion StarBlast 4.5" telescope is checked out for 7 days and may be renewed once if there is not a waiting list.

The telescope may be placed on hold by contacting a library staff member directly at the library, via email at whitefieldpubliclibrary2@gmail.com, or calling (603) 837-2030. You will be placed on a hold list and notified when the telescope is available. If you are unable to collect the telescope within 24 hours of contact, you will be moved down the list and the next patron will be contacted.

A signed BORROWER AGREEMENT will be required each time the telescope is borrowed. One copy of this agreement will remain at the library, and the other in the telescope pouch.

The borrower is responsible for the entire replacement cost of the Orion StarBlast 4.5" telescope (\$325.00) as well as the accessories for a total of \$365.00 if lost, stolen, or damaged beyond repair. The borrower is responsible for all costs of repair due to damage while checked out to the patron if the telescope is repairable.

When transporting the telescope, the lenses will be shifted up to the top, with lens covers on, to avoid damage. It will be carried with an arm directly underneath the telescope abutting the stand. It will be buckled into a lap and shoulder belt while being transported in a vehicle.

The telescope will be stored in a clean, dry, dust-free space, safe from rapid temperature and humidity changes. Dust caps will be kept on the lenses when not in use.

The instruction manual will be read prior to use.

The telescope must be returned to a staff member at the circulation desk. The WPL staff person will verify the telescope is in working order and that it is returned with all components as listed below.

Any situation not covered by this policy will be reviewed and acted upon by the Library Board of Trustees at its sole discretion.

For How To videos, visit: <https://librarytelescope.org/how-to-use/get-started>

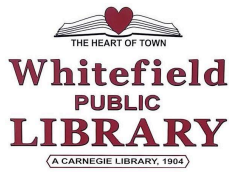
Patron name - printed

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Date Due



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TELESCOPE CHECKLIST

CHECK OUT

Telescope Check Out:

- Confirmed user contact information
- Confirmed telescope has no damage
- Reviewed how to transport telescope safely
- Provided patron with copy of the Telescope Borrower Agreement and Policy & Procedure
- Obtained borrower signature and contact information on Telescope Borrower Agreement

Items included at Check Out:

- Orion StarBlast Telescope 4.5", telescope stand, 2 lens covers
- Pouch on telescope
- Laminated Instruction Manual
- National Audubon Society Pocket Guide to Constellations
- Red light with batteries - on lanyard - in working order
- Energizer LED Headlamp with batteries - in working order

Staff Signature

Date

Patron name - printed

WPL Card number

Patron Signature

Date Checked Out

Date Due

