

Laconia Public Library Telescope Lending Policy

I. Borrower Criteria

The Laconia Public Library's Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope is available to borrow by Laconia Public Library cardholders in good standing. Borrowers must be 18 years of age or older.

The Library reserves the right to refuse to lend the telescope to anyone who abuses equipment or is repeatedly late in returning the telescope. The telescope is checked out for 1 week.

A patron who borrows the Orion StarBlast Telescope must complete a borrower's agreement each time the telescope is borrowed.

Patrons must return the telescope at the circulation desk where staff will ensure all parts are present and in good condition prior to checking the telescope in.

II. Check out procedure

The telescope is loaned on a first-come first-serve basis, and may be reserved in advance. Patrons will be notified of their reserve through the method indicated in their library account and must pick up the telescope within 1 week of notification.

III. Return procedure

The telescope should be returned during open hours to a staff member at the circulation desk. Staff will check the telescope to ensure all contents have been returned and are in good condition prior to checking the telescope in.

IV. Replacement costs

The patron is responsible for the cost of replacement for the telescope and/or its accessories should damage, loss, or theft occur.

Contents

- Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)
- Attached bag
- Headlamp
- LensPen brush
- 2 Instruction manuals:
 - Laconia Public Library & New Hampshire Astronomical Society manual
- Orion StarBlast 4.5" Telescope manual
- *Constellations of the Northern Sky National Audubon Society Pocket Guide*

Laconia Public Library Telescope Agreement

My signature below indicates that:

- I am 18 years of age or older and have a Laconia Public Library card in good standing.
- I assume responsibility for any damage, loss, or theft of the telescope while it is checked out to me. If damage occurs while the telescope is checked out to me, I will be responsible for the entire replacement cost of the telescope, accessories, and manuals for a total cost of \$325.00.
- I agree that the library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the telescope.
- I will transport the telescope by securing it in the passenger seat of a vehicle by using the lap belt and the chest belt.
- I will not look at the sun through the telescope or its finder scope. I understand that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope parts melting. Laconia Public Library will not be held liable for any injury or injuries incurred as a result of telescope usage. Patrons take full responsibility to use as it's intended to be used.
- I will not clean the internal lenses.
- I will not use water or anything other than the included LensPen to dust off the eye piece or external lens.
- I will not loan the telescope or its components to any other person.
- I will supervise the use of the telescope by any persons other than myself.
- I will return the telescope during open hours to a staff member at the circulation desk.
- 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.

Patron name (please print): _____

Patron Phone #: _____

Patron Address: _____

Patron Signature

Date

Laconia Public Library Telescope Circulation List

To be filled out by Library Staff for each check out and check in of the telescope. Place this form and agreement in telescope folder once complete.

Patron's Name: _____

Checkout Date: _____

Due Date: _____

Telescope check out:

___ Confirmed patron has a current library card in good standing

___ Confirmed telescope has no damage

___ Patron completed the telescope agreement

Items being checked out:

___ Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)

___ Attached bag

___ Headlamp

___ LensPen brush

___ 2 Instruction manuals:

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- Orion StarBlast 4.5" Telescope manual

___ *Constellations of the Northern Sky* National Audubon Society Pocket Guide

___ **Staff Initials**

Telescope check in:

___ Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)

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___ **Staff Initials**