**
A. Telescope Lending Policy *(Patron Copy)***

1. IMPORTANT NOTICE AND DISCLAIMER: **Do not look at the sun with the telescope;** doing this can blind the user. The library is not responsible for any damages a patron inflicts upon themselves or the telescope.

2. The telescope may be checked out by a Waterbury Public Library card holder who is 18 years of age or older, has been a member for at least six months and is in good standing. Patron must present a picture ID and current proof of address (e.g. driver’s license, utility bill, etc.) before checking out the telescope. The telescope is not available to loan through Catamount or Inter Library Loan.

3. The patron will sign a Telescope Lending Agreement each time they check out the telescope.

4. The telescope will circulate for up to 7 days and must be handed directly to a staff member when returned. Patron must wait for check-in to be completed.

5. The telescope can be renewed for one additional 7 day period if no other patron is waiting to borrow it.

6. The telescope can be placed on hold for a patron if it is already checked out.

7. The patron is not permitted to lend the telescope to anyone while the telescope is in their possession. The telescope is the patron’s responsibility during the time it is signed out in their name.

8. If the telescope is not returned within two weeks of its due date, the patron will be charged $360 for the replacement cost.

9. If the telescope is damaged, lost or stolen while checked out to a patron, a fee will be determined by the library based on the cost of repairing or replacing the telescope, and will be charged to the patron.

10. Return all parts of the device and the books included when you bring the telescope back to the library. Patrons will be charged for missing items.

11. Children must be supervised at all times while using the telescope.

12. Treat the telescope with care and carry it as demonstrated by a staff member when traveling to and from any destination. When transporting the telescope in your vehicle, please buckle it into your vehicle’s seat-belt.

13. Keep telescope in a clean, dry, dust-free place, safe from liquids, extreme temperatures, and from being dropped. Store in a place protected from children and pets. All covers should be kept attached to the telescope at all times. Do not attempt to clean the telescope with chemicals or liquid. Keep dust caps on the front of the telescope and the focuser when not in use. Turn off the range finder when not using it. Do not store the telescope outdoors or in a car.

14. Any situation not covered by this policy will be reviewed and acted upon by the Board of

Commissioners in its sole discretion.

*This policy was approved by the Board of Commissioners of the Waterbury Public Library on 12/19/18.*

**B.** Waterbury Public Library

Telescope Lending Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the complete Waterbury Public 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Telescope has no visible signs of damage

□ Telescope accessories (dust caps, etc.) are fully attached via their cords

□ All accompanying materials are included (Fill in “Telescope Checklist” at check-out & check-in)

□ Patron contact info confirmed & ID checked

□ Copy of this completed agreement given to patron

Check In

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

□ Telescope has no visible signs of damage

□ Telescope accessories (dust caps, etc.) are fully attached via their cords

□ All accompanying materials are included (See list with telescope)

□ Telescope returned directly to library staff member

□ All paperwork given to the Circulation Librarian for appropriate filing or disposal

Damage noted:\* Either describe or take picture and change the status of the item to: “in repair.”

\* Any damage noted must be reported immediately to the Library Director, including the patron information.

**(File in office file cabinet.)**