

Athol Public Library
Telescope Lending Policy and Agreement

1. The telescope may be checked out by a member of the Athol Public Library who is 18 years of age or older, been a member for at least six months and is in good standing. Patron must present a valid C/WMARS card, a picture ID and current proof of address (e.g. driver's license, utility bill, etc.) before checking out the telescope.
2. **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 INFLECTS UPON ONESELF OR THE TELESCOPE.**
3. The patron will sign a Telescope Borrowing 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.
5. The telescope can be renewed for an additional 7 days if no other patron is waiting to borrow it.
6. The telescope must be checked out and returned at the Athol Public Library only.
7. The overdue fine for the telescope is \$5.00 per day.
8. If the telescope is not returned within 2 weeks of its due date, the patron will be charged current replacement costs.
9. If the telescope is damaged, a fee will be determined by the library based on the cost of repairing the telescope, and will be charged to the patron.
10. The patron is not permitted to lend the telescope to anyone while the telescope is in his/her possession. The telescope is the patron's responsibility during the time it is signed out in their name.
11. Children must be supervised 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.
13. 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.
14. Please DO NOT wipe or clean the lens. There is a protective coating that will be damaged if touched.
15. Have fun with the telescope and feel free to call the library with any questions!
16. Any situation not covered by this policy will be reviewed and acted upon by the Board of Trustees in its sole discretion.

Approved by the Board of Library Trustees 18 February 2015

Telescope Information & Usage Instructions

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 INFLECTS UPON ONESELF OR THE TELESCOPE.

ABOUT THE TELESCOPE:

This is a reflecting telescope that works using two mirrors to reflect an image through the eyepiece.

ADJUSTMENTS:

To balance the telescope, tighten the large silver screw on top of the tube. Then, turn the black knob on the side. The telescope should move freely but *slowly*. Be careful not to over tighten either the screw or the knob. *NOTE:* Do NOT completely unscrew the silver screw or the telescope will FALL OUT of the holder and serious damage will occur.

FOCUS:

The focus adjustment is on the eyepiece. Turn the silver and black knobs back and forth until the image you want to see comes into focus.

The eyepiece has several strengths of magnification from 8mm to 24mm. The higher the power, the smaller the piece of sky you will be able to see.

FINDING THINGS IN THE NIGHT SKY:

Using the EZ-FINDER II (behind the eyepiece), turn the black knob on the side and look through the finder until you see a red laser dot. For ease of focusing on what you want to look at in the sky, aim the dot at what you wish to see first, and then look through the eyepiece. You can aim the dot by turning the knob on the side of the finder and looking through its scope until you see it.

BEST VIEWING CONDITIONS:

Dark area – no street lights or house lights. If you are reading the sky charts or manual for the telescope outside in the dark, use the red headlamp setting not the bright white setting.

If you wish to look at the moon, leave the large lens cap on and just pull the small gray plug out. This will block much of the moon's brightness and help you see it more clearly.

TELESCOPE & ACCESSORIES

Telescope

- Teal tube
- Black holder with silver screw
- EZ Finder II
- Eyepiece
- Eyepiece ring
- Eyepiece lens cap
- Large lens cap
- Small gray lens cap for moon viewing.
- Yellow bag
 - Star guidebook
 - Laminated Instruction Manual
 - Headlamp

TELESCOPE CHECKOUT AGREEMENT

STAFF:

Please make sure all the information is read, boxes are all checked and patron signs where indicated. This form is then filed in the Telescope binder behind the circulation desk.

PATRON CHECKOUT:

- **Eighteen years of age or older?** [] yes [] no
- **Valid picture ID?** [] yes [] no
- **Athol Library Card in good standing?** [] yes [] no
- **Contact information correct in Evergreen?** [] yes [] no
 - **Home address**
 - **Telephone number**
 - **Valid email (if patron has one)**

TELESCOPE BORROWER AGREEMENT (Write borrower name on line below, have borrower initial the conditions.)

I, _____ take full responsibility for the telescope and its accessories. I understand that should the telescope and/or any of its accessories be damaged, broken, stolen, returned in unusable condition, or lost while in my possession I will be responsible for a replacement fee of current cost [as of 1/1/2015 current cost is \$350.00, subject to change].

_____ I understand that I am not allowed to loan the telescope to anyone else.

_____ I agree that the telescope is in working order and has all parts and accessories at time of checkout.

_____ I understand that the telescope will be checked out to me for seven (7) days with one 7 day renewal allowed. **If the telescope is not returned within 2 weeks of its due date, I will be held responsible for the full replacement costs.**

_____ I understand that the telescope must be returned directly to a *staff member inside the Athol Public Library* at the main adult circulation desk only. **The telescope may NOT be placed in the book drop or left outside the door.** Any damages or theft resulting from leaving the telescope anywhere but the main circulation desk are the responsibility of the borrower.

_____ I have read and agree to comply with the 'Telescope Lending Policy and Agreement' and the 'Telescope Information and Usage Instructions'.

Patron signature

Staff signature

Checkout date: _____

Due Date: _____

Type of ID Shown: _____

Library Card #: _____

RETURN OF THE TELESCOPE:

Function & Parts Check

___ Teal tube is in black holder, silver screw attached.

___ Eyepiece and cap attached; eyepiece is not scratched (DO NOT wipe or attempt to clean lens as coating can be damaged).

___ EZ Finder II attached with scope

___ Batteries operational in Finder (patron not responsible for battery replacement, flag if they are dead)
Turn knob on and hold your hand in front of the scope.

___ Open the tube and make sure both mirrors are not cracked or covered in any substance.

___ Open the yellow back and ensure it contains star guide, operation manual, and headlamp.

___ Check that headlamp works both in red light and white light settings. (patron is not responsible for replacement of batteries, flag if the lamp is not working).

Date returned _____

___ I agree that the above function and parts check is accurate. (Patron)

___ Initials of staff who received telescope