

Telescope Kit Lending Policy

1. The Library's Telescope Kit can be checked out by an established Bethlehem Public 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 Kit 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 Kit 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 Kit outside of the library or leave it unattended at the library's circulation desk. If the Telescope Kit is left unattended outside of the library, the patron will be charged a \$25 fee for unnecessary risk to the Kit.
3. The Telescope Kit cannot be renewed. If there isn't a waiting list for the Telescope Kit upon return, the returning patron may re-check out the Telescope Kit (with new agreement signed) after staff have conducted the full check-in process.
4. The Telescope Kit includes 1 Orion StarBlaster Telescope; 1 organizational pouch includes: 1 laminated manual; 1 LensPen cleaning brush; 1 headlamp (for night vision); 2 *Starry Night* discs; 1 National Audubon Society pocket guide; and 3 cords attached to dust caps and related items. Kit bag includes: **365 Starry Nights** book; **Constellations** book; **11 Planets** book; laminated night sky map; red-filtered flashlight; space crafts handout. The kit is valued at \$500. If the Telescope Kit is not returned in the same condition, a fee will be determined by the Library based on the cost of repair or replacement. Any missing items will result in charges to the patron.
5. The Telescope Kit may not be loaned to anyone other than the borrower who signs the agreement on the other side of this policy.
6. Children must have adult supervision while using the telescope.
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 and the flashlight when not using it.
8. The Telescope may be reserved by calling the library at 869-2409; emailing the library at lclerkin@bethlehemlibrary.org; or going into the library catalog via our website: www.bethlehemlibrary.org .
9. The borrower is responsible for reading the instruction manual for proper care and use.
10. **Do not look directly at the sun with the Telescope. Permanent eye damage could result. The Library is not responsible for any damages a patron inflicts upon themselves or the telescope.**

Adopted: 5/12/2014

Telescope Kit Lending Agreement

I, _____, have read the complete Bethlehem Public Library Telescope Kit Lending Policy and take full responsibility for the Telescope Kit I am checking out.

I agree that the telescope is in working order at the time I am checking it out.

Use Initials _____

Signature of Patron & Library Card Number

Checkout Date

STAFF USE ONLY

Checkout

Staff member name: _____ Date/Time _____

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is firmly attached to its swivel base.
- In pouch are: 1 laminated manual; 1 LensPen cleaning brush; 1 headlamp; 2 *Starry Night* discs; 1 National Audubon Society pocket guide
- In Kit bag are: **365 Starry Nights** book; **Constellations** book; **11 Planets** book; laminated night sky map; red-filtered flashlight; space crafts handout.
- 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: _____ Date/Time _____

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is firmly attached to its swivel base.
- In pouch are: 1 laminated manual; 1 LensPen cleaning brush; 1 headlamp; 2 *Starry Night* discs; 1 National Audubon Society pocket guide
- In Kit bag are: **365 Starry Nights** book; **Constellations** book; **11 Planets** book; laminated night sky map; red-filtered flashlight; space crafts handout.
- Telescope Kit returned directly to library staff member

\$ _____ late fine recorded in Atrium or paid (circle) \$25 unnecessary risk fee recorded in Atrium or paid (circle)

Damage noted: