

Fitchburg Public Library

Telescope Borrowing Procedure and Agreement

Guidelines for Borrowing and Use

The telescope may only be checked out and returned to a staff member at the Information/Reference Desk.

- Borrower must be a **Fitchburg** resident who is 18 years old or older.
- A valid **ADULT** library card **and** a **current photo ID** must be presented at checkout.
- Borrowers must be in good standing with the library with nothing owed on the card.
- Borrower must have at least a 4-month membership. No temporary cards.
- Borrowers must be 18 years old or older.
- Children under age 18 must be supervised by an adult while using the telescope.**
- Telescope must be transported in a vehicle, and secured safely with the three pillows in the provided tote with the eyepiece and EZ-Finder positioned up towards the lid so it will not be damaged.

Loan Rules and Duration

- 1 week (7 day) loan—NO RENEWAL
- Reserve online through our TixKeeper System (the one used for museum passes) or call the library to reserve.
- The telescope will only be available for pick up on the day of your reservation (no early pick-up).
- The telescope will be checked out from the Information/Reference Desk in the Adult Library.
- The telescope must be returned only to a librarian at the Information/Reference Desk in the Adult Library.
- The telescope may only be picked up by the person with the reservation. **Do not loan to others.**
- Fines are \$5 per day. If the telescope is not returned within two weeks of its due date, you will be charged the \$375 replacement cost. The Fitchburg Police Department may be notified.
- Total Replacement cost is \$375.

Component parts	Cost
Orion StarBlaster Telescope, 2 lens caps (attached), finder, & eyepiece	\$290.
Pouch	10.
Headlamp (red & white light)	17.
Laminated User Guide	16.
Laminated Packing and Transport Tutorial	5.
Audubon Constellation Guide	12.
Decals	5.
Transport Tote	8.
Pillows (3)	7.
Dedication Plaque	10.

CAUTION: Do not look at the sun while using the telescope. Doing this can blind the user. The library is not responsible for any damages a patron inflicts upon oneself or the telescope.

Initial Here: _____

- You must sign the lending agreement each time you use the telescope.

TELESCOPE BORROWING AGREEMENT

I, [name] _____, agree to abide by the Fitchburg Public Library's telescope borrowing procedure as stated above and to pay costs should the telescope or any peripherals be stolen, lost, not returned, or damaged. I understand I am responsible for the telescope.

I have read the entire document and my signature below indicates my agreement with the above statement.

Signature _____ Date _____

Library Card Number _____ Phone _____

Check out. Staff Initials _____ Check in. Staff initials _____

Date _____ Date _____