

Levi Heywood Memorial Library

Telescope Borrowing Policy and User Agreement

1. The telescope may only be checked out to Levi Heywood Memorial Library patrons who are Gardner residents 18 years of age or older and have an account that is in good standing with no outstanding fines, fees, overdue or lost items. The patron must present a valid C/WMARS card, picture ID, and proof of current address (such as a driver's license or utility bill) when checking out the telescope.
2. Patrons must sign a Telescope Borrowing Agreement each time they check out the telescope.
3. The complete telescope kit is valued at \$430.00 and includes: 1 Orion StarBlast telescope with wooden stand (current replacement cost \$350.00); 1 pouch (replacement cost \$20.00); 1 laminated manual (replacement cost: \$10.00); 1 headlamp (replacement cost \$10.00); 1 National Audubon Society Pocket Guide (replacement cost: \$10.00), 1 30 gallon plastic bin with cover (replacement cost: \$20.00) and two travel pillows (replacement cost: \$5.00 each).
4. The telescope circulates for 7 days with no renewals. Consecutive check outs to household members are not permitted. The patron must wait at least 21 days after returning the telescope to the library before checking it out again.
5. Upon return the telescope must be handed directly to a staff member at the circulation desk in the Levi Heywood Memorial Library's children's room for inspection and check-in. Do not leave the telescope unattended at the circulation desk, or leave before the inspection is complete as you will need to sign off on the telescope's return.
6. The overdue fine for the telescope is \$10.00 per day, with a maximum fine of \$50.00.
7. If the telescope is not returned within 4 weeks of its due date the patron will be charged the full \$430.00 replacement fee for the telescope and its accompanying items.
8. The borrower is responsible for the telescope and its accompanying items. If the telescope and/or its accompanying items are damaged or lost the borrower will pay the replacement fees.
9. The telescope may not be loaned to anyone other than the borrower who signs the Levi Heywood Memorial Library Telescope Checkout Agreement.
10. Do not allow children to use the telescope without adult supervision.
11. DO NOT wipe or clean the lens. There is a protective coating that will be damaged if touched.
12. The borrower is responsible for reading the instruction manual for the proper care and use of the telescope; the Levi Heywood Memorial Library will not be held liable for any injuries incurred as a result of telescope use.
13. Do not look directly at the sun with the telescope, doing so will blind the user.
14. Do not point the telescope at the sun, as parts will melt.
15. Any situation not covered by this policy will be reviewed and acted upon by the library director.