

Telescope Check-Out Contract

- **COMPLETE BOTH SIDES OF CONTRACT**
- **Borrower must have a library card in good standing (no fines, overdue items, or restrictions)**
- **Patrons under 18 must have a parent co-sign the contract**
- **Staff will keep original signed contract until the item is returned; a copy of the contract will go with the telescope**
- **Check that patron contact information is current (including birth date)**

I, (print name) _____, take full financial responsibility for the telescope I am checking out on (date) _____. The replacement cost of the telescope and its peripherals will be \$365.00 if the item is lost, stolen, or broken while in my care. I will pay the replacement fee of \$365.00 if I fail to return the item or if I return it in unusable condition. If I am under age 18, the following guardian agrees to pay any damage or loss associated with my use of the device:

Staff member _____ checked the telescope and found it in working order at the time of check out. Patron Initials: _____

The telescope may be taken out for 7 days. An overdue fee of \$1.00 per day (up to a total of \$25.00) will be charged if the telescope is returned late. If the telescope is more than 25 days overdue and the patron does not return it, the library will proceed with the process below* and will bill the patron for the remainder of the cost of the device, in order to replace it. The patron will be contacted before any action is taken.

*Should the bill remain unpaid 30 days from billing date, the account will be turned over to the Barnstead Police Department. We will contact the patron first to try and resolve the issue.

See Over for Telescope Policies → → →

Staff Use Only:

___ **Telescope is functional /no damage**

___ **All documentation and parts are in the bag**

___ **Returned outside, charge \$25.00 fee on circulation system**

I agree to the terms stated on the reverse and I agree to follow the directions below regarding use of the Library Telescope:

- Do not let anyone else borrow the telescope or allow young children to play with it unattended.
- Do NOT leave the telescope outdoors exposed to the elements when not in use.
- Keep the dust covers over the lens when not in use.
- Treat the device well and keep it safe from water or being dropped.
- Do not remove pieces or adjust parts. Please leave cleaning of the telescope to library staff; do not use cleaners or cloths on mirrors, eyepieces, etc.
- NEVER look directly at the sun through the telescope! This may cause serious injury.
- Return all parts of the device, including any documentation provided on its use.
- **Return the telescope inside the library directly to a staff member.** The telescope may not be returned in the outdoor or indoor drop boxes. If the telescope is returned outside, a \$25.00 minimum fee will be charged to the patron for unnecessary wear and tear on the device. Do not leave the telescope on the circulation desk if a staff member is not present.
- **Have fun learning about the stars, plants, and constellations!**

Patron Signature:

Guardian Signature, if patron under 18:

Date: _____