



Durham Public Library

TELESCOPE BORROWER POLICY AND PROCEDURE

It is part of the Durham Public Library's mission to provide educational materials for Durham residents. To this end, we are pleased to make an astronomical telescope available for our patrons to borrow.

SECTION 1: BORROWER CRITERIA

The Telescope is available only to current Durham Public Library cardholders in good standing (no late fees over \$10 or billed items on record, and up-to-date patron information). Borrowers must be 18 years of age or older and show a valid ID.

A patron who borrows the Telescope is required to complete a Borrower's Agreement, of which he/she will receive a copy. First time borrowers will receive training from Library staff prior to borrowing the device.

The library reserves the right to refuse service to anyone who abuses equipment or is late in returning the Telescope.

SECTION 2: CONTENTS

The Telescope does not come in a box; it is better to carry it by placing your forearm under the tube and lifting it, still upright, to be supported against your side. To secure it in your car, use both the lap belt and the chest belt in the front seat to keep it in place.

A lens cap, with a small cut-out portion for viewing the moon, is attached to the tube. A pouch is strapped on the telescope, containing:

1. [Instruction Manual](#) – we strongly advise reading this brief but helpful guide to using the telescope.
2. [Constellations Pocket Guide](#)
3. [Starry Night Software](#) – (for Macs or Windows) useful to preview before viewing the night sky
4. [Night Vision Headlamp](#) – so you can consult the map or adjust the finder without losing your night vision. It also has a flashlight option.

SECTION 3: CHECK OUT PROCEDURE

The Telescope is loaned on a first-come first-served basis, and may be reserved in advance, but will only be held for 24 hours. Patrons will be notified by phone and must pick the reader up during our hours of operation.



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The Telescope may be checked out for seven (7) days with no renewals, with a waiting period of seven (7) days before the same patron may borrow it again.

We understand that the weather may not be optimal for stargazing during the time of your checkout, but the telescope will be passed on to the next patron if it was reserved for them in advance.

The Telescope must be picked up at the front circulation desk.

Library staff will verify that the Telescope is in good working order at time of checkout.

SECTION 4: RETURN PROCEDURE

The Telescope must be returned to a staff member at the front circulation desk. It may not be left at this desk if the desk is unattended, and may not be left anywhere else in the library. If the circulation desk is unattended, patrons should find a staff member to assist them.

The Telescope will be checked for functionality and accessories before being removed from the patron's record.

The Telescope must be returned to the Durham Public Library only, and may not be returned to any other library.

If the telescope is returned to another library, the patron will be assessed a fee of \$25.

SECTION 5: OVERDUE FINES AND/OR FEES

Overdue late fees are \$5/day up to a maximum of \$30. No grace period.

The patron is responsible for damages to the Telescope and its accessories.

The patron will be charged replacement fees for any items not returned in the Telescope kit, or for items returned damaged.

Replacement fees are as follows (as applicable to specific devices):

- Telescope \$300
- Starry Night Software \$69
- Headlamp \$16
- Constellation Guide \$11



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TELESCOPE AGREEMENT

My signature below indicates that I am 18 years of age or older. I have read and agree to the terms of the Telescope Borrower Policy and Procedure.

I agree to accept full responsibility for the telescope while it is checked out to me.

I will not look at the sun through the telescope.

I agree to return the telescope and all accompanying materials back to the library in excellent condition; return will be made at the circulation desk during library hours.

I will pay a late fee of \$5 per day if I fail to return the telescope by the due date. The telescope may be checked out for one week.

I accept full financial liability for the telescope and accessories while it is in my possession; and agree to pay all costs associated with damage to, loss of, or theft during my checkout period.

I agree that the library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the telescope.

I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Durham Public Library and will be added to my library record.

I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing the telescope.

Patron Name (please print) _____

Patron Address _____

Patron Card # _____

Patron Signature _____

Date _____ Staff Initials _____

Starry Night Software
Constellation Guide

Headlamp
Instruction Manual