

**Alamogordo Public Library
Telescope Borrowing Agreement**

- Borrower must be at least 18 years of age and have a resident library card in good standing.
- Borrower must sign this contract and confirm contact information at checkout.
- The lending period is 7 days. Overdue fine is \$1.00 per day.
- Patron is responsible for reading the instruction manual for proper care and use of telescope.
- Patron will pay \$300 replacement cost if the telescope is overdue more than 10 days, the telescope is lost, or damaged beyond repair.
- Patron is responsible for replacement cost of damaged parts up to the replacement amount.
- Patron is responsible for all parts and accessories.
- The Alamogordo Public Library will not be held liable for any injuries incurred as a result of telescope use.
- Any situation not covered by this policy will be addressed by the Library Manager.
- **The patron agrees never to look at or point the telescope or finder scope directly at the sun. It is understood that permanent eye damage could result. Even pointing the telescope at the sun could result in parts of the telescope melting.** _____ Patron initials

Item Checklist

Check-Out

- Telescope
- Collimation cap
- Accessories pouch
- Constellations Pocket Guide
- Head Lamp
- 2 AA batteries (finder scope)
- Telescope base
- Eyepiece cap
- LensPen cleaner
- Instruction Manual
- 3 AAA batteries (headlamp)
- Dust Cover

Check-In

- Telescope
- Collimation cap
- Accessories pouch
- Constellations Pocket Guide
- Head Lamp
- 2 AA batteries (finder scope)
- Telescope base
- Eyepiece cap
- LensPen cleaner
- Instruction Manual
- 3 AAA batteries (headlamp)
- Dust Cover

I, _____, certify that the telescope is complete with accessories and in working order at the time I am checking it out. I understand it can be checked out for 1 week and will accrue \$1.00 per day for overdue late fees. I understand that I will be responsible for the up to \$300 cost of damage repair or replacement of the telescope and its accessories or if the telescope is more than 10 days late. I understand the telescope must be returned to the reference desk inside the library directly to a staff member.

Patron Printed name: _____

Library Card Number: _____

Staff Use at Check-Out

Staff Member Name: _____ Check-Out date: _____

- Telescope is in working order
- Item Checklist is completed
- Confirmed user contact information
- Gave user copy of this signed agreement

Staff Use on Return

Staff Member Name: _____ Check-In date: _____

- Telescope is in working order
- Item Checklist is completed
- Confirmed user contact information
- Gave user copy of this signed agreement

\$ _____ Late fine accrued

\$ _____ Damage fee assessed

\$ _____ Replacement fee assessed

Fines/fees Paid

Notes: