

Concord Free Public Library Telescope Circulation Policy

1. The telescope may be checked out to Minuteman Library Network patrons who:
 - are Concord residents 18 years of age or older
 - have an account that is in good standing (no fines or overdue materials in excess of \$10.00)
 - sign the “Telescope Borrowing Agreement”

2. The telescope circulates for 7 days with no renewals. The late fee is **\$10/day** with a maximum fine of **\$50**. Failure to return the item on time may result in the inability to borrow the item again. Users will have 3 days to pick up the item once notified that it’s available.

3. The telescope must be **returned to a staff member at the Circulation Desk at the Loring N Fowler Memorial Branch of the Concord Free Public Library**. The telescope must not be left unattended at the circulation desk or outside the building. Staff will inspect the telescope kit before checking it in.

4. The complete telescope kit is valued at **\$415** and includes:
 - 1 Orion StarBlast telescope (replacement cost **\$350**);
 - 1 carrying container (replacement cost **\$10**);
 - 1 laminated instruction manual (replacement cost: **\$10**);
 - 1 National Audubon Society Pocket Guide to Constellations of the Northern Skies (replacement cost: **\$10**);
 - 1 red/white headlamp (replacement cost: **\$15**);
 - 1 zippered pack (replacement cost: **\$10**);
 - 2 travel pillows (replacement cost: **\$10**).If the telescope and/or its accompanying items are damaged or lost the borrower will pay the replacement fees.

5. **Children under age 18 must be supervised by an adult while using the telescope.**
 - The borrower is responsible for reading the instruction manual for the proper care and use of the telescope; the Concord Free Public Library will not be held liable for any injuries related to the use of the telescope.
 - Never look directly at the sun through the telescope or its finder scope – even for an instant – as permanent eye damage can result.
 - Do not wipe or clean the lens. There is a protective coating that will be damaged if touched.
 - Do not point the telescope at the sun, as parts will melt.

6. Any situation not covered by this policy will be reviewed and acted upon by the library director.

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 RELATED TO THE USE OF THE TELESCOPE.

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**Concord Free Public Library
Telescope Borrowing Agreement**

I agree that by checking out an Orion StarBlast telescope from the Concord Free Public Library that I am assuming responsibility for any damage, loss or theft of the device while it is checked out to me. If the telescope and/or its accompanying items are damaged or lost I will pay the replacement fees. I acknowledge that the use of the telescope kit is restricted to me and those under my direct supervision.

My signature below indicates that I have read and agreed to the terms of the Concord Free Public Library Telescope Circulation Policy and the Telescope Borrowing Agreement.

Print Name:

Date:

Phone #:

Signature:

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