

## LaRue County Public Library

### Telescope User Agreement

#### Guidelines for Borrowing and Use

- **WARNING:** Do not look at the sun with the telescope; doing so can cause blindness and damage the telescope. The library is not responsible for any damages a patron inflicts upon oneself or the telescope.
- Only borrows 18 years and older may check out the telescope.
- Patron must have a card and be in good standing with the library.
- Checkout is 1 (one) week, no renewals. For each day overdue, a \$1.00 charge will be added to patron's library account. Replacement costs also will be applied for any damages. Patron will not be allowed to checkout telescope again if not returned on time.

#### I agree:

- I have read the guidelines and warning stated above. **Initial** \_\_\_\_\_
- The telescope must be returned directly to a library staff member at the circulation desk.
- I understand that the telescope should be transported in a vehicle and secured with a seatbelt.
- I will not expose the telescope to water or extreme heat or cold. I will supervise any children that are using the telescope. I will also turn off the EZ Finder scope when not in use to preserve battery life. I will not clean the telescope, lenses or peripheral equipment as it may permanently damage the telescope.
- I accept full responsibility for the telescope and accessories while checked out to me.
- I agree to the following replacement cost, if the telescope is lost or damaged beyond use. Replacement cost is \$325

**I have read this document and my signature indicates compliance with this agreement.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Due Date \_\_\_\_\_

Patron Signature \_\_\_\_\_ Staff Initial \_\_\_\_\_

#### **Watch Videos before you start.**

**Eyepiece** – Change magnification/zoom by twisting collar on eyepiece, smaller number – higher magnification. Slowly manipulate focus knobs to sharpen view of object. Easiest to quickly go past focus, then slowly return to optimize sharpness. Always start with lowest magnification.

**How to aim telescope with finder** - Turn on finder, look through finder and place red dot on object to be viewed by repositioning scope, look through eyepiece and bring object into focus. I

**If finder needs alignment** – Find faraway object by looking through telescope eyepiece, center object in field of view, while looking through finder adjust controls until dot is centered on object.

**End of viewing session** – Turn off finder and replace covers.

**Finder is an LED.**

**Battery powered by a single CR2032.**

**Skymaps.com** – free downloadable star map for the month

## Library Staff Use

### Check out

Staff Name \_\_\_\_\_

- Confirm patron info in Atrium
- Review Guidelines
- Have patron sign agreement and make copy
- Demonstrate how to carry the telescope
- Demonstrate how to take off the lens cap & show which end is up on the telescope
- Demonstrate turning the finder on/off & use of the finder to locate an object
- Demonstrate how to view and focus the telescope
- Check that all pieces/parts are present, Telescope and pouch must include
  - Telescope front cover
  - Telescope eyepiece dust cap
  - Telescope EZ finder scope and battery pack
  - Telescope eyepiece
  - Laminated Telescope Instructions Manual
  - Pocket Guide – Constellation book
  - LED Headlamp
- Check out telescope to patron through Atrium and staple due date slip to copy of agreement

### Check in with patron present

Staff name \_\_\_\_\_

- Turn on finder and confirm the finder is working in the presence of the patron
- Check the condition of the mirror (look down the barrel). Is it still whole or broken
- Verify all pieces/parts are present and in good condition on the telescope and pouch
  - Telescope front cover
  - Telescope eyepiece dust cap
  - Telescope EZ finder scope and battery pack
  - Telescope eyepiece
  - Laminated Telescope Instructions Manual
  - Pocket Guide – Constellation book
  - LED Headlamp
- Check in from patron's account

### Staff duties after check in

- Clean only the rubber eye piece and dust cap
- Check batteries in the finder & headlamp and replace if necessary