

Cotuit Library Telescope Lending Policy and Agreement

1. Telescopes may be checked out by a patron of the CLAMS library system who is 18 years of age or older, been a member for at least six months and in good standing. Patron must present current proof of address (e.g. driver's license, utility bill, etc.) before checking out the telescope. The Orion telescope is for use only on Monday and Wednesday evenings while the library is open and on library grounds or in the adjacent park.
2. The patron will sign a Telescope Borrowing Agreement each time they check out the telescope.
3. The telescope will be on loan for up to 7 days and must be handed directly to a staff member when returned.
4. The telescope can be renewed for an additional 7 days if no other patron waiting to borrow it. All renewals must be done in person with the telescope on hand for inspection.
5. The telescope must be checked out and returned at Cotuit Library *only*. Telescopes can not be placed on hold in the Sierra system. All holds must be communicated directly to the Cotuit Library staff
6. The overdue fine for the telescope is \$5.00 per day.
7. If the telescope is not returned within 2 weeks of its due date, the patron will be charged \$550 to cover replacement costs.
8. If the telescope is damaged, a fee will be determined by the library based on the cost of repairing the telescope, and will be charged to the patron.
9. The patron is not permitted to lend the telescope to anyone while the telescope is in his/her possession. The telescope is your responsibility during the time it is signed out in your name.
10. Children must be supervised at all times while using the telescope.
11. Treat the telescope with care and keep it in its tote when traveling to and from any destination.
12. Return all parts of the device and the books included when you bring the telescope back to the library. Patrons will be charged for all missing items.
- 13. DO NOT LOOK AT THE SUN WITH THE TELESCOPE; DOING THIS CAN BLIND THE USER. THE LIBRARY IS NOT RESPONSIBLE FOR ANY DAMAGES A PATRON INFLECTS UPON ONESELF OR THE TELESCOPE.**
14. Have fun with the telescope and feel free to call the library with any questions!
15. Any situation not covered by this policy will be reviewed and acted upon by the Board of Trustees in its sole discretion.

Telescope Borrowing Agreement for the following date: _____

Telescope being borrowed _____

I agree to follow this policy when borrowing Telescopes from the Cotuit Library. I accept all responsibility for any damage to the telescope or caused by the use of the telescope when it is checked out in my name. I understand that I should not look at the sun with the telescope.

Print Name _____

Signed _____

Phone _____ Email Address _____

Date Borrowed: _____ Staff Initials: _____

Due Date: _____

Driver's License/Photo ID: _____

Date Returned: _____ Staff Initials: _____

Return the following items by _____ :

- Telescope
- Telescope Stand
- Moon Lens
- Laminated user's manual
- Red light
- Star Target Constellation & Celestial Object Finder
- Sky & Telescope Moon Map
- *Discover the Stars: Starwatching using the naked eye, binoculars, or a telescope*
- *Starry Night Software*