TELESCOPE BORROWER AGREEMENT

The Borrower, by signing below, acknowledges that they have read and understand the Telescope Borrower's Agreement and are responsible for all charges accrued and for any damage to the mobile hotspot during the lending period and for the full replacement cost if the mobile hotspot is lost.

Signature__________________________________ Date____________________

Name (Print) ________________________________ Phone____________________

Address ______________________________________________________________________________________

Staff Use Only—Please check off each item as it is reviewed

CHECKOUT CHECKLIST

☐ Telescope Tips booklet is in the bin
☐ Telescope is functional with no damage
☐ Dust caps and eye piece are attached
☐ Telescope is inside its carrying case
☐ Pouch is attached to telescope and includes:
  ☐ National Audubon Society Pocket Guide: Constellations
  ☐ Laminated instruction manual
  ☐ Flashlight
  ☐ Lens Pen and instructions
☐ SEPARATE and include the TELESCOPE LENDING POLICY in the telescope bin

Staff initials ______

CHECK-IN CHECK LIST

☐ Telescope is functional with no damage (Remove telescope from the bin to check)
☐ Inside mirror and eyepiece lens are in one piece and not cracked
☐ Dust caps and eye piece are attached
☐ Pouch with all additional materials are included
  ☐ National Audubon Society Pocket Guide: Constellations
  ☐ Laminated instruction manual
  ☐ Flashlight
  ☐ Lens Pen and instructions
☐ Telescope Tips booklet is in the bin
☐ Damage/Missing ________________________________________________________________
☐ Fees charged___________________________________________________________

BEFORE STORING/DISPLAYING THE TELESCOPE:

☐ Wind the eyepiece all the way down
☐ Make sure the clamp around the telescope is tight
☐ Turn off viewfinder

Staff initials ______

Board of Trustees
Approved: June 8, 2009
Revised: November 9, 2015
Revised: February 8, 2016
Revised and Approved: October 10, 2023