

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:
 - o National Audubon Society Pocket Guide: Constellations
 - o Laminated instruction manual
 - o Flashlight
 - o 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
 - o National Audubon Society Pocket Guide: Constellations
 - o Laminated instruction manual
 - o Flashlight
 - o 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