

## **Policy: Telescope Lending**

Board motion number: 28:21, March 27, 2021 Chair's signature \_\_\_\_\_

The Bonnechere Union Public Library makes the telescope available to library card holders to borrow and is provided according to availability.

The following rules and regulations apply:

1. Telescopes may be borrowed by library card holders in good standing (i.e., no fines outstanding) over the age of 18. If the telescope is to leave the building overnight,
  - a. photo identification in addition to a library card will be required
  - b. for borrowers between the ages of 14 and 18, a co-signature of a parent or guardian will be required.
  - c. Borrowers must agree to read the written operating instructions or view the operating video once one is produced.
  - d. Borrowers agree to a short session with an Astro All Star volunteer or library staff to learn proper care and use of the telescope.
2. The loan period is 48 hours for home use.
3. Telescopes may be reserved up to one week in advance. If not reserved, the telescope may be lent on a first-come first-served basis.
4. Very limited technical support is available through the Information Desk in-person only during the library's open hours. Users attest that they have basic familiarity and comfort with using the telescope.
5. Renewals may not be reserved in advance and must be made in person.
6. Telescopes must be returned in person. Borrowers are requested to wait until the telescope is checked and the sign out sheet returned with the signature of the staff person on duty at the circulation desk.
7. The borrower assumes full responsibility for the cost of repair or replacement in the event that the telescope is lost, stolen, or damaged. In the event that there is a co-signer for users between 14 and 18, the co-signer accepts the same level of responsibility as the user.

613.628.2400

74 Maple Street, Eganville, ON K0J 1T0  
[www.bonnechereupl.com](http://www.bonnechereupl.com)

## Telescope Lending Agreement

I have read and understand the Bonnechere Union Public Library Telescope Lending Policy and agree to adhere to the terms and conditions.

\_\_\_\_\_  
Print Name (First & Last)

\_\_\_\_\_  
Library Card  
Number

\_\_\_\_\_  
Additional Identification  
Provided

\_\_\_\_\_  
Date Out:

\_\_\_\_\_  
Time Out:

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

\_\_\_\_\_  
Time Due:

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Co-signer Signature (for users 14-18 years old)

### On return:

\_\_\_\_\_  
Date In:

\_\_\_\_\_  
Time in:

\_\_\_\_\_  
Fine y/n:

\_\_\_\_\_  
Amount:

**The telescope and all accessories have been returned in apparently good condition.**

\_\_\_\_\_  
Staff Signature