

Equipment Policy Including Telescope Borrowing Agreement

The Morton-James Public Library provides equipment for checkout to promote research, education, and recreation.

Telescopes

1. Telescopes are available for checkout by members who are at least 18 years of age with a valid library card in good standing.
2. Members borrowing a telescope and accessories will be asked to pay a \$25.00 security deposit and sign a borrowing agreement.
3. The \$25.00 security deposit will be refunded once the telescope is returned and verified to be functional with no damage.
4. Telescopes have a checkout period of two (2) weeks with one renewal, provided there are no pending reserves. Telescopes may be reserved in advance to assure availability.
5. Overdue fines of \$1.00 per day will be assessed on overdue telescopes, with no maximum fine limit.
6. Telescopes are to be returned to the main circulation desk upstairs.

Amended May 8, 2019

Morton-James Public Library TELESCOPE BORROWING AGREEMENT

Borrowers are required to:

- Be a minimum of 18 years of age. (A driver's license will be used to verify age.)
- Have a library card in good standing. (No problem on account or fine over \$5.00.)
- Verify their contact information.
- Pay a \$25.00 security deposit.
- Sign a borrowing agreement.

I, _____, take full responsibility for the telescope and accessories I am borrowing from the library.

I am responsible for the Orion StarBlast 4.5 Telescope, Instruction Booklet, National Audubon Society Pocket Sky Guide, Orion Star Target Constellation & Celestial Object Finder, Red Light Flashlight (for night vision), and Orion LensPen.

I will pay the replacement cost (of up to \$300.00) if I fail to return the telescope and accessories or return it in unusable condition (to be determined by the library director).

I agree that the telescope is in working order at the time I am checking it out.

User Initials: _____

I understand that the telescope can be checked out for two weeks and renewed once as long as there are no pending reserves on the telescope.

I agree to pay overdue fines of \$1.00 per day if I return the device after the due date.

If the device is more than 30 days overdue and I do not return it, I understand that I will be held responsible for the replacement cost (of up to \$300.00).

I understand that the telescope is to be returned to the main circulation desk upstairs.

I understand that my \$25.00 security deposit will be returned to me if I return the telescope in working order with all of its accessories. Any overdue fines will be deducted from the security deposit.

User Signature: _____

Checkout Date: _____ **Due Date:** _____

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www.morton-jamespubliclibrary.com*

Adopted November 9, 2016

Morton-James Public Library TELESCOPE BORROWING AGREEMENT

Staff Use Only 

Checkout:

Staff Member _____ Checkout Date: _____



- _____ **Confirm age of borrower. (Use driver's license to verify age.)**
- _____ **Verify library card is in good standing. (No problem on account or fine over \$5.00.)**
- _____ **Verify borrower's contact information.**
- _____ **Verify Telescope is functional / no damage.**
- _____ **Confirm that Instruction Booklet, National Audubon Society Pocket Sky Guide, Orion Star Target Constellation & Celestial Object Finder, Red Light Flashlight (for night vision), and Orion LensPen are in accessory bag.**
- _____ **Collect a \$25.00 security deposit. Cash or check ONLY. Refundable security deposit is to be held in the petty cash drawer until telescope is returned.**
- _____ **Provide borrower a copy of the signed agreement**
- _____ **Put original signed agreement in telescope agreement folder at circulation desk.**

Check In:

Staff Member: _____ Return Date: _____



- _____ **Verify telescope is functional / no damage**
- _____ **Confirm Instruction Booklet, National Audubon Society Pocket Sky Guide, Orion Star Target Constellation & Celestial Object Finder, Red Light Flashlight (for night vision), and Orion LensPen are in accessory bag.**
- _____ **Verify Laser finder is turned off.**
- _____ **Return deposit.**
- _____ **Record payment of late fine if applicable.**
- _____ **Verify there is a copy of 'Activities In the Footsteps of Galileo' or make a copy for accessory bag.**

Adopted November 9, 2016