

NORTH KINGSTOWN FREE LIBRARY

TELESCOPE BORROWER POLICY AND PROCEDURE

The Telescope is available to borrow by library patrons with cards in good standing (no overdue fees in excess of \$5.00 and no outstanding late/lost materials).

Borrowers must be 18 years of age or older. Children must be supervised at all times while using the Telescope.

A patron who borrows the Telescope is required to complete a Borrower's Agreement.

The Library reserves the right to refuse service to anyone who abuses equipment or is late in returning the Telescope.

The Telescope may be reserved by speaking to a library staff member at the Reference Desk. In the case of multiple reservations, names will be added to a waiting list. Patrons will be notified by phone and have one day to pick up the Telescope before the reservation is cancelled.

The Telescope circulates for seven days with no renewals. After the borrowing period has ended, the Telescope must stay at the library for at least two days before the same patron may borrow the telescope again.

The Telescope must be returned to a library staff member at the Reference Desk of the North Kingstown Free Library only.

Late fees are \$5.00 per day with a maximum of \$75.00. The patron will be charged replacement fees for any items not returned or damaged:

- Telescope (including attached finder, lens and eyepiece) -- \$302.00
- Audubon Constellation Guide -- \$12.00
- Headlamp -- \$17.00
- Laminated User Guide -- \$14.00
- Pouch -- \$10.00
- Carry Bag -- \$88.00

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TELESCOPE BORROWER'S AGREEMENT

My signature below indicates that I am 18 years of age or older. I have read and agree to the terms of the Telescope Borrower Policy. I agree to accept full responsibility for the Telescope while it is checked out to me.

I will NOT look at the sun through the telescope. The Library is not responsible for any damage a patron inflicts upon oneself or the Telescope.

I agree to return the Telescope and all accompanying materials back to a library staff member at the North Kingstown Free Library Reference Desk (lower level) during library hours.

I understand that the telescope may be borrowed for one week. I will pay a late fee of \$5.00 per day if I fail to return the telescope by the due date.

I accept full financial liability for the Telescope and accessories while they are in my possession; and agree to pay all costs (see below) associated with damage to, loss of, or theft during my checkout period.

- Telescope, finder, lens and eyepiece - \$302.00
- Audubon Constellation Guide - \$12.00
- Headlamp - \$17.00
- Laminated User Guide - \$14.00
- Carry Bag - \$88.00

I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of privilege of borrowing the telescope.

Patron Name (please print) _____

Address _____

Library Card # _____ Phone Number _____

Patron Signature indicates that all materials are in the Telescope kit and are in good condition.

Patron Signature _____

Date Borrowed _____ Staff Initials _____

Date Returned _____ Staff Initials _____