

Telescope Procedures

_____ Library acquired five telescopes that are available for public checkout effective _____. One telescope will be housed at each of the following locations:

- _____
- _____
- _____
- _____
- _____

Loan rules for the telescopes:

- Must be checked out on an Adult card (resident, reciprocal, or non-resident all OK)
- 7-day checkout period
- One telescope checkout limit per card (intended to be per household)
- Non-renewable
- Non-holdable
- Non-floating
- Overdue fines are \$5.00 per day with a maximum overdue charge of \$100.00
- Replacement charge is \$325.00
- Damage charges will be assessed based on the cost of repair
- Telescopes must be returned to the location from which it was borrowed
- Customers will receive a due date reminder via email 2 days before the telescope is due.
- Overdue notices will go out via email when the item is 1 day overdue and 4 days overdue.
- A bill for the full replacement amount will go out when the item is 29 days past due.

What you will find in the box

All of the following items are included in the unit that is checked out to customers:

- 4.5 Orion AstroBlast Reflector Telescope with Base
- Celestron 8-24 mm zoom lens (attached to telescope)
- Camera bag
- National Audubon Society Pocket Guide
- Headlamp
- Laminated instruction manual

Checkout Procedures

1. Ensure that the card presented for checkout is an adult card in good standing and it should be presented by the cardholder, not a child.
2. Request an ID to verify that the person matches the library card. If a photo ID is not available please verify through other means.
3. Inform the customer about the check out period, due date, overdue fines, replacement cost and damage fees that may be assessed.
4. Inform customer that the telescope **must be returned inside to the same location from which it was checked out.** The telescopes should never be placed in the book drop or left outside of the building.
5. Review the checklist of equipment above to make sure all components are present at checkout and to ensure that the customer knows what they will be responsible for returning. Any missing or broken components will be billed to the customer.
6. Demonstrate to customers how to lift and handle the telescope, making special note of how to carry and move it. It should only be picked up by the black base.
7. Scan or key in the barcode on the base of the telescope to complete checkout procedure.

Check-in Procedures

1. All returns must be made at the same branch from which it was checked out and they must be returned inside during normal business hours.
2. Please ask the customer to remain at the desk while you verify the contents of the telescope.
3. Verify that the double-walled box is included and in good condition.
4. Verify that all parts of the telescope appear to be in good working order (not obviously broken).
5. Verify that the following components are all included at the time of return:
 - a. 4.5 Orion AstroBlast Reflector Telescope with Base

- b. Celestron 8-24 mm zoom lens (attached to telescope)
 - c. Camera bag
 - d. National Audubon Society Pocket Guide
 - e. Headlamp
 - f. Laminated instruction manual
6. If any piece is missing or damaged do not check in the telescope. We must contact the _____ to determine the charge that will be assessed.
 7. Scan or type in the barcode in Millennium to check in the telescope.
 8. Check the status of the batteries in the red dot finder which is attached to the telescope.