



St. Louis Astronomical Society

Library Telescope – Staff Training Points to Cover

1. Introduction (2 minutes)
 - a. Welcome them to program
 - b. Introduce yourself/other volunteers
 - c. Introduce organization you represent
 - d. Brief background on the Library Telescope Program
2. Overview of Today's Agenda (3 minutes)
 - a. Primary Goal: Get you comfortable with the library telescope; not to make you experts
 - b. Today's agenda includes:
 - i. How to pick up and transport the telescope
 - ii. Basics on telescope and anatomy
 - iii. Basics on maintenance
 - iv. As time permits, hands on use (or, at least pickup telescope)
 - c. Refer to "Quickstart Guide" handout – good reference
3. HANDOUT: Loaner Scope's 250 Eyes: This telescope is a powerful – not a toy (2 minutes)
 - a. 4.5 " reflector
 - b. 250 human eyes - craters on our Moon, Jupiter and its Moons, Saturn
 - c. Large field of view; Magnification range from 20 to 60 power
 - d. How telescope works (how light enters; where to look)
4. HANDOUT: Meet the Loaner Scope (10 minutes)
 - a. How to pick-up (hold by base – not by eyepiece/finder)
 - b. How to transport (seat belt like person)
 - c. Tabletop telescope – place on table or chair (chair is good height for children)
 - d. Anatomy (cover items in diagram of handout)
 - e. How to Focus
 - f. How to Zoom
 - g. How to use Finder (turn on; center red dot on object)
 - h. How to place the sky object in the eyepiece (**CAUTION: Never look at the Sun**)
 - i. Packing the Loaner Scope (dust cover; eyepiece cover; red dot finder; adjust tube)
5. As time permits, hands-on-use (8 minutes) – At minimum, have them pick up the telescope and see the dot in finder
6. Wrap-up/Questions (2 minutes)