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)