

Central Arkansas Library System (CALs)  
Library Telescope Borrower Contract  
Revised May 17, 2022

1. The borrower agrees to never look directly at the sun through the telescope or its finder scope, even for a moment. It is understood that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope components melting. CALS will not be held liable for any injuries incurred as a result of telescope use.
2. The borrower must be 18 years of age or older and a CALS cardholder in good standing (i.e., with a balance of \$100.00 or less owed), or with a 10% payment on a larger balance.
3. Only one telescope per household may be checked out at a time.
4. The borrower must notify the library immediately if there are any changes to the borrower's address, phone number, e-mail address, or other contact information.
5. Telescopes are loaned for a two-week (fourteen day) period. If no other borrower has placed a hold on the telescope, it may be renewed up to two times.
6. A telescope may be placed on hold by contacting any location, but it may only be picked up from and returned to its home library.
7. The telescope must be checked in to a library staff member during library hours. It may not be placed in or near the library book drop or left at the circulation desk without a staff member being informed of its return.
8. A 10¢ per day fine will be applied to telescopes returned late. After four weeks, the borrower will be billed for the \$500.00 replacement cost of the telescope, and the library may take steps to retrieve the telescope up to and including collection agency and/or legal action.
9. When transporting the telescope, borrower will take all reasonable care to secure it during transport. If you are transporting the telescope in a car, see the instruction sheet for recommendations on securing it with a seat belt.
10. The borrower is responsible for reading the instruction sheet for the telescope's proper care and use.
11. The borrower will not expose the telescope to water or other liquids, or to extreme heat or cold. Beyond normal reasonable wear and tear, any damages to telescopes will be the responsibility of the borrower, regardless of the circumstances of said damages.
12. The borrower will only use the telescope for its intended purpose to view the nighttime sky.
13. The borrower is responsible for all parts and accessories included with the telescope. If any of these items is damaged or lost, a replacement fee will be billed to the borrower's library account. Parts include: eyepiece, EZ-Finder attachment OR red plastic finding attachment, pouch, Audubon Society OR Togni Field Guide, instruction sheet, and red flashlight.
14. Barcodes, stickers, labels, and other identifiers may NOT be removed.
15. For telescopes with the battery-powered EZ-Finder finding attachment, the borrower will turn off the EZ-Finder when not in use to preserve battery life.

PATRON COPY

(this page intentionally blank for two-sided printing)

Central Arkansas Library System (CALs)  
Library Telescope Borrower Contract  
Revised May 17, 2022

1. The borrower agrees to never look directly at the sun through the telescope or its finder scope, even for a moment. It is understood that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope components melting. CALs will not be held liable for any injuries incurred as a result of telescope use.
2. The borrower must be 18 years of age or older and a CALs cardholder in good standing (i.e., with a balance of \$100.00 or less owed), or with a 10% payment on a larger balance.
3. Only one telescope per household may be checked out at a time.
4. The borrower must notify the library immediately if there are any changes to the borrower's address, phone number, e-mail address, or other contact information.
5. Telescopes are loaned for a two-week (fourteen day) period. If no other borrower has placed a hold on the telescope, it may be renewed up to two times.
6. A telescope may be placed on hold by contacting any location, but it may only be picked up from and returned to its home library.
7. The telescope must be checked in to a library staff member during library hours. It may not be placed in or near the library book drop or left at the circulation desk without a staff member being informed of its return.
8. A 10¢ per day fine will be applied to telescopes returned late. After four weeks, the borrower will be billed for the \$500.00 replacement cost of the telescope, and the library may take steps to retrieve the telescope up to and including collection agency and/or legal action.
9. When transporting the telescope, borrower will take all reasonable care to secure it during transport. If you are transporting the telescope in a car, see the instruction sheet for recommendations on securing it with a seat belt.
10. The borrower is responsible for reading the instruction sheet for the telescope's proper care and use.
11. The borrower will not expose the telescope to water or other liquids, or to extreme heat or cold. Beyond normal reasonable wear and tear, any damages to telescopes will be the responsibility of the borrower, regardless of the circumstances of said damages.
12. The borrower will only use the telescope for its intended purpose to view the nighttime sky.
13. The borrower is responsible for all parts and accessories included with the telescope. If any of these items is damaged or lost, a replacement fee will be billed to the borrower's library account. Parts include: eyepiece, EZ-Finder attachment OR red plastic finding attachment, pouch, Audubon Society OR Togni Field Guide, instruction sheet, and red flashlight.
14. Barcodes, stickers, labels, and other identifiers may NOT be removed.
15. For telescopes with the battery-powered EZ-Finder finding attachment, the borrower will turn off the EZ-Finder when not in use to preserve battery life.

(CALs COPY)

By signing below, I acknowledge:

I agree to abide by all items in the Library Telescope Borrower Contract and am responsible for all charges accrued for any damage to the telescope during the lending period, and for the full replacement cost if applicable. \_\_\_\_\_ (initial here)

All of the following parts are present when checking out the telescope: \_\_\_\_\_ (initial here)

- \_\_\_\_\_ eyepiece
- \_\_\_\_\_ EZ-Finder attachment OR red plastic finding attachment
- \_\_\_\_\_ pouch
- \_\_\_\_\_ Audubon Society OR Togni Field Guide
- \_\_\_\_\_ instruction sheet
- \_\_\_\_\_ red flashlight

I will never look directly at the sun through the telescope or its finder scope, even for a moment. I understand permanent eye damage could result from looking at the sun and damage to telescope components could result from pointing it at the sun. I will not hold CALS liable for any injuries incurred as a result of telescope use. \_\_\_\_\_ (initial here)

Borrower Name (Print): \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date \_\_\_\_\_

Borrower Library Card Number: \_\_\_\_\_

Borrower Patron Number .p \_\_\_\_\_

Telescope Barcode Number: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_

- 1) Ask patron to read agreement and give patron the one-sided agreement page to keep.
- 2) Read the three acknowledgement items and ask patron to initial. Check off each component that the patron must agree is present before patron initials the components statement.
- 3) Place signature page in the Telescope Borrower Contract folder/binder/drawer at your circulation desk. (The form may be shredded once the telescope has been returned and confirmed to be complete and in satisfactory condition.)
- 4) A new contract must be signed each time a telescope is checked out, to ensure that the latest version is agreed to, and to establish that all components are present at checkout.