

Massapequa Public Library

Telescope Policy

EFFECTIVE DATE: October 15, 2020

APPLICATION: Reference staff and patrons.

STATEMENT OF PURPOSE: To provide clear instructions for borrowing a telescope.

POLICY:

GUIDELINES FOR BORROWING AND USE:

- A valid Massapequa Public Library card.
- Borrowers **MUST** be 18 years of age or older.
- Borrowers must be in a good standing (no lost items or fines greater than \$5)
- Borrowers must accept and sign the Telescope Borrowing Agreement each time the telescope is borrowed.
- The telescope may be borrowed for a 7 day period and may be renewed if no other patron is waiting to take it out.
- The telescope must be returned inside the Library to a staff member. It cannot be returned outside the Library at the bookdrop.
- A late fee of \$10.00 per day will be assessed for each day the telescope is late.

LIABILITY:

The borrower is responsible for all cost associated with damage or loss of the telescope and or accessories. A replacement fee will be charged for all missing items. There will be a \$200 charge if telescope is lost, stolen or damaged beyond repair.

The Massapequa Public Library will NOT be held liable for any injuries incurred as a result of telescope use. SAFETY: NEVER look at the sun with any optical instrument or permanent eye damage could result.

RESPONSIBILITY: It is the responsibility of Reference staff to make sure patrons comply with this Policy

REVIEWED BY/ON:

APPROVED: October 14, 2020

TELESCOPE BORROWING AGREEMENT

I, _____, agree to abide by the Massapequa Public Library's telescope borrowing procedure as stated above and to pay full costs should the telescope or any peripherals be stolen, lost, not returned, or damaged. I agree that the telescope is in working order at the time of check out. I have read the entire document and my signature below indicated my agreement with the above statement.

Signature

Date

The Massapequa Public Library will NOT be held liable for any injuries incurred as a result of telescope use. SAFETY: NEVER look at the sun with any optical instrument or permanent eye damage could result.

9/9/20