



Putnam County District Library Telescope Loan Agreement

Guidelines for Borrowing and Use

- The library lends telescopes to PCDL card holders **ages 18 and above** that have held their card with the PCDL for at least 2 months. The library card must be in good standing (i.e. library card is not blocked due to unpaid fines or lost materials).
- Patron must present valid PCDL library card and government-issued photo identification at time of check-out.
- Telescopes check out for **14 days** and **cannot be renewed**.
- Telescopes checkout is limited to **one per household**.
- Telescopes can only be checked out and returned to the circulation desk at least **15 minutes** before the library closes. **TELESCOPES SHOULD NEVER BE RETURNED IN THE BOOK DROP OR TO A NON-PCDL LOCATION. YOU MUST RETURN THE TELESCOPE TO THE PCDL LOCATION WHERE IT WAS CHECKED OUT.**
- The library is not responsible for any liability, damages or expense resulting from use or misuse of the device.
- The patron is responsible for damage, loss, or theft.
- If any technical problems are encountered, patrons should immediately call the Ottawa Location of the PCDL (419)523-3747.
- Borrowers, along with library staff member, will verify that all accessories are present at the time of checkout and check-in.

Fines and Liability

- Overdue fine: \$1.00/day. When the telescope reaches 7 days past due, the patron will be billed for the full replacement cost plus overdue fines.
- If a piece is missing or damaged the patron will pay for the replacement of the item. If the missing item can not be purchased individually then the patron will be billed for the full replacement cost of the entire telescope kit.
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account.

Borrower's Initials: _____

Proper Care and Use

By using Putnam County District Library's equipment, customers agree to the following:

- I will take "care of" the telescope to ensure it is not dropped, or abused to cause the device harm or damage. Patron agrees to keep the device away from water, sand and dirt as well as other dangerous areas, such as extreme heat and cold.
- I will return the telescope complete and in the original packaging, without change.

Borrower's Initials: _____

Documents

I have received a copy of the Putnam County District Library Telescope Loan Agreement.

Borrower's Initials: _____

Patron: Please fill out the following fields:

Library Card Number: _____

Print name: _____

Phone number: _____

| Equipment | Check Out | Check In |
|------------------------------------|-----------|----------|
| *Canvas Backpack | _____ | _____ |
| * App Sheet – Sky Portal | _____ | _____ |
| *Barlow Lens 2X | _____ | _____ |
| *Bluetooth Shutter Remote | _____ | _____ |
| *Cleaning Cloth | _____ | _____ |
| * Download Sheet - Lunar Landscape | _____ | _____ |
| * Download Sheet - Starynight | _____ | _____ |
| *Eyepieces = 2 (10mm & 20mm) | _____ | _____ |
| *Finderscope | _____ | _____ |
| *Image Diagonal | _____ | _____ |
| *Moon Filter | _____ | _____ |
| *Quick Set Up Guide | _____ | _____ |
| *Smartphone Adapter & Guide | _____ | _____ |
| *Telescope Tube | _____ | _____ |
| *Tripod with mount head | _____ | _____ |

Staff Signature _____

Staff Signature _____

Patron Signature _____

Patron Signature _____

Date Checked Out _____

Date Checked In _____