**Westminster Reference Library Telescope Borrowing Policy and User Agreement**

 **Conditions of loan**

1. Telescopes may only be borrowed by an individual (‘the Customer’) aged 18 or over who has a full membership card for Westminster Libraries and is of good standing (no fines, overdue items or restrictions).
2. Any Customer may only borrow one telescope at any one time.
3. The Customer must read and sign this Telescope Loan Agreement when borrowing a telescope.
4. The telescope will be lent for 7 calendar days and may not be renewed.

The telescope must be returned to Westminster Reference Library on or before \_\_\_\_\_\_\_\_\_\_\_\_. It should not be returned to other Westminster or Tri-borough Libraries.

1. The overdue fine for the telescope is £5.00 per day.
2. The Customer agrees to pay replacement costs of £300 if the telescope is lost or damaged beyond repair, including but not limited to damage by water or by being dropped.
3. If the telescope is returned damaged, the Customer will be charged a fee based on the cost of repairs.

 **Due Care of Equipment**

1. Due care must be taken of the equipment. The Customer agrees to return all equipment in the state that they borrowed it. The Customer is responsible for reading the instruction manual regarding the telescope’s proper care and use.
2. The Customer is responsible for all items included with telescope, including the user’s manual. If any of these items are damaged or lost, the borrower will pay a replacement fee of up to £300.
3. The Customer agrees not to remove any pieces, adjust any parts, or attempt to clean the mirrors or eyepieces using cleaners or cloths. Cleaning of telescopes is carried out by Westminster Libraries staff.
4. The Customer agrees not to leave the telescope outdoors when not in use.
5. The Customer agrees to keep the dust covers over the lens when not in use.

 **Personal Safety**

1. The Customer agrees to read the user’s manual provided with the telescope and use the telescope only in accordance with the instructions contained therein.
2. **The Customer agrees never to look directly at the sun through the telescope or its finder scope, even for a moment. The Customer accepts full responsibility for any damage caused to the equipment or for personal injury they suffer, including but not limited to permanent eye damage, as a result of not observing this prohibition.**
3. Neither the Westminster Reference Library nor the City of Westminster accept responsibility for any injuries incurred as a result of telescope use, save in cases of negligence on their part. The Customer accepts full responsibility for the actions of anyone else using the telescope while it is borrowed on their card and must ensure that it is always used in accordance with this Agreement and the user’s manual.
4. The Customer agrees not to permit anyone under the age of 18 to use the telescope unsupervised under any circumstances.

#### Telescope User Agreement

I agree to the Westminster Reference Library Telescope Borrowing Policy and User Agreement. I accept all responsibility for any damage to the telescope or caused by the use of the telescope when it is checked out in my name. **I understand that I should not look at the sun with the telescope.**

Customer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Name (printed): Date

|  |
| --- |
| **Items included with telescope loan** |
| **Maksutov-Cassegrain Telescope with Base** lenses & Viewfinder attached (replacement charge £300) |
| **16 rechargeable batteries** 8 within the body of the telescope. 8 spares in a separate pack (replacement charge £3.00 per battery) |
| **Telescope bag** (replacement charge £70) |
| **Compass** (replacement charge £3.00) |
| **Quick Start Guide**  (replacement charge £3) |
| **Red torch**  (replacement charge £12) |
|  |  |
| **All Items Included at checkout** | **All Items Included at Check In** |
| Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Staff initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Staff initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Customer initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Customer initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |