

Dorothy Alling Memorial Library
Telescope Lending Rules and Procedures

1. **IMPORTANT NOTICE AND DISCLAIMER: DO NOT LOOK AT THE SUN WITH THE TELESCOPE; DOING THIS CAN BLIND THE USER. THE LIBRARY IS NOT RESPONSIBLE FOR ANY DAMAGES A PATRON INFLICTS UPON ONESELF OR THE TELESCOPE.**
2. The telescope may be checked out by a Dorothy Alling Memorial Library card holder who is 18 years of age or older, has been a member for at least three months and is in good standing. Patron must present a picture ID and current proof of address (e.g. driver's license, utility bill, etc.) before checking out the telescope.
3. The patron will sign a Telescope Borrowing Agreement each time they check out the telescope.
4. The telescope will circulate for up to 7 days and must be handed directly to a senior staff member when returned.
5. The telescope can be renewed for one additional 7-day period if no other patron is waiting to borrow it.
6. The telescope can be placed on hold for a patron if it is already checked out.
7. All parts of the telescope and the materials loaned with it (as listed on the check out inventory) must be returned with the telescope. The borrower will be charged the current value of any missing items.
8. If the telescope is not returned on its due date, the patron will be charged the current replacement value, as noted on the Telescope Borrowing Agreement, and the patron's borrowing privileges will be suspended.
9. If the telescope is damaged, the patron will be charged the cost of repair as determined by the library.
10. The patron is not permitted to lend the telescope to anyone while the telescope is in his/her possession. The telescope is the patron's responsibility during the time it is signed out in their name.
11. Children must be supervised at all times while using the telescope.
12. Treat the telescope with care and carry it as demonstrated by a staff member when traveling to and from any destination. It is recommended that the telescope be secured in a vehicle with a seat belt.
13. Please keep the telescope in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers and dust caps should be kept attached to the telescope when not in use. Do not attempt to clean the telescope with any chemicals or liquid or store the telescope outdoors. Make sure to turn off the range finder when not using it.
14. If something was not working when the patron used the telescope or accessories, the patron must inform the DAML staff upon returning the telescope.
15. If damage occurs while the telescope is in the patron's possession, the patron must inform the DAML staff upon returning the telescope.
16. Any situation not covered by this policy will be reviewed and acted upon by the Library in its sole discretion.

Orion StarBlast 4.5" Telescope

Telescope Use Tips:

- **NEVER look at the sun!!**
- Set telescope on stable, flat surface.
- Refer to the instruction manual to get you started.
- Bring the telescope outside 15 minutes prior to using it to let it adjust to the temperature for image quality. Not necessary for safe operation.
- Condensation and dew will not damage the telescope but may blur the image.
- The red light setting on the headlamp will preserve your night vision.
- The red dot finder has an on/off switch and the white knob adjusts the intensity of the red dot. If the knob is adjusted all the way down, the red dot will not be visible. Turn off finder when done.
- When you adjust the zoom, adjust the focus. Start at lower zoom and move up. Lower power = more area of sky, higher power = smaller area of sky.
- It's best to view the moon when it's not full or 2 days before and after the full moon. It won't damage your eyes, but it is hard to see the landscape features. When looking at the full moon you can keep the cover on and remove the small mini cover to make it less bright (but NEVER LOOK AT THE SUN!)
- Put dust covers on telescope lenses before bringing inside.
- Store inside.
- Don't touch the pink cover or parts under it. This is where the mirror is.
- "Guide to the Stars" round chart: Has days and times and shows how the sky will look. Put the direction you're facing downwards. Example: Facing north, hold with north downwards.
- Images seen in the telescope will be upside down and backwards. Objects in the sky are light years away, so this doesn't really matter.

Check in and out inventory:

Telescope with front dust covers

Eyepiece with dust cover

Red dot Finder scope

Start up/shut down card (attached to telescope)

"Guide to the Stars" (round star chart in separate bag)

Vankey Cell Phone Adapter and instructions (in bag with star chart)

Red Accessories pack containing:

 Moon map card

 Instruction manual

 National Audubon Society Pocket Guide: Constellations

 Headlamp w/ red light feature