

## **Brevard Astronomical Society (BAS)** **Procedure for Loan/Possession of Club Owned Telescopes**

The intent of this procedure is to document the expectations, responsibility, and liabilities associated with borrowing a BAS owned telescope, parts thereof, or related equipment/parts. The club assets are for the use and enjoyment of sanctioned club members, and are usually available for use. The BAS desires to have them put to the most use, and encourages members to borrow club assets. This procedure will promote the general care of these assets for long term enjoyment by all.

- A list of which members are authorized to exercise this benefit is held by the club officers.
- Any BAS member can petition the club (officers) to be added to the authorization list.
- The officers by majority vote will determine who is authorized to borrow the assets.
- The BAS owned assets are not available for loan to non-members.

### General Expectations

The general expectation of the club of member who borrow telescope assets, will promote the general good keeping of the item(s). Telescopes borrowed should always be stored in a protective environment, and be placed where the chances of accidental damage are minimized during use and non-use. If good general care is exercised and an accident does occur, the club as a whole will absorb the liability for damage. If however there is evidence of negligence, the club reserves the right to assign damage liability to the borrower.

### Borrowing a Telescope

The process for checkout will be similar to that of an “expensive library book”. That is, the borrower will checkout the telescope (in person, phone or e-mail) from the assets coordinator (assigned by club officers), and authorized for a maximum of one calendar month. The monthly BAS meetings should be used to checkout/transfer an asset to the maximum extent practical. If a person desires to extend the loan, they can re-check it out a second time, and so on.

It is the responsibility of the borrower to notify the asset coordinator of any damage discovered after obtaining the asset. Perform a quick visual inspection for general good condition upon accepting the asset.

Reservations can be made for anticipated future use as long as they are scheduled in advance with the assets coordinator. A minimum of two weeks is required to schedule in advance if a scope is currently loaned out. Exceptions can be coordinated directly with the current borrower. The current borrower has precedence if the request is within their one month borrow period.

### Returning a Telescope

The process for return/transfer from a borrower to another member or return to club storage will be similar to that of a “rental car”. The borrower shall perform a general inspection of the asset to check for any obvious damage (walk around, inspect the major components). If damage is incurred, the asset coordinator shall be notified as soon as possible. If the asset is transferred, the recipient shall be notified upon transfer.

A written receipt is not required when transferring the asset. If you are a member in good standing, and on the authorized list, your word of condition is good. Any disputes will be resolved by the club officers.

We want members to borrow these assets. All the club asks is that we take care of them.