

Hamilton Amateur Astronomers (HAA)

LOANER SCOPE PROGRAM LENDING POLICY 2025

POLICY PURPOSE

To ensure that HAA Loaner Scope Program facilitates broad utilization of the telescopes and serves its members in a fair and consistent manner. The borrowing policy outlines:

1. The criteria for members to borrow telescopes
2. Borrowing responsibilities of the member
3. Borrowing privileges and loan periods

1. ELIGIBLE BORROWERS

- You must be a member in good standing (Paid up Membership) of the HAA to borrow any telescope.
 - A valid HAA card is required to borrow materials.
 - Contract must be signed by borrowers accepting terms and conditions.
 - An HAA member may not check out a telescope for non members.

2. BORROWING RESPONSIBILITIES

Signing the telescope contract implies the card holder's acceptance of and adherence to rules and regulations of the HAA Telescope Lending Program. All card holders are responsible for:

- Materials checked out on their card
- Returning telescope by their due date
- Immediately report any damages to the equipment to (loanerscope@amateurastronomy.org)
- Promptly reporting changes in registration information such as name, address or contact information to the HAA.

Notifications

Members who provide an email address will receive notifications regarding their borrowing from the program. Members will be notified by email regarding items that are overdue.

3. BORROWING PRIVILEGES POLICY

1. Loan Period, Renewals
2. Suspension of Borrowing Privileges

1. Loan Period

1. Loan period for the telescope is 3 months.
2. Possibility to extend renewal must be approved by the person in charge of the Loaner Scope Program.

2. Borrowing Limits for Telescopes

1. A limit of 1 (one) telescope can be checked out at any time.

3. Suspension of Borrowing Privileges

1. Borrowing privileges can be suspended under certain circumstances, such as materials overdue for greater than 3 months, damage to equipment etc.
2. Borrowing privileges can be suspended if the membership is not renewed.

Approved March 2025

To be reviewed in 5 years or sooner if needed.