

San Diego Astronomy Association

Procedures for the Loaner Scope Program

These procedures are intended to provide a framework for the SDAA loaner telescope program. The program is for the benefit of SDAA Full Contributing Members. Available telescopes will be loaned to members for a period of up to three months. There will be no cost, other than repairs, for participation in this program.

- 1) The Board of Directors (BoD) will:
 - a) Appoint a "Loaner Scope Chairperson."
 - b) Provide funding as appropriate.
 - c) Provide storage space for the instruments.
 - d) Monitor the program.

- 2) The Loaner Scope Chairperson will:
 - a) Become familiar with and maintain within reason, the equipment.
 - b) Report periodically to the BoD, making recommendations for purchases and disposals.
 - c) Publicize the program to the membership.
 - d) Maintain a secure and permanent record of all equipment loans and returns.
 - e) Make reasonable accommodations to perform telescope exchanges at TDS at least six times per year.
 - f) Familiarize Borrowers on the proper use of loaner instruments.

- 3) The Borrower will:
 - a) Maintain a "Contributing" membership for the entire duration of the Loan.
 - b) Be fiscally responsible for maintaining the equipment while in his/her custody.
 - c) Refrain from making modifications or undertaking maintenance actions w/o chairperson approval.
 - d) Ensure they have an adequate understanding of the equipment prior to taking possession.
 - e) Ensure any significant damages are reported when returning the equipment.

- 4) Typical custody transfer procedures:
 - a) Borrower and Chairperson discuss availability of scopes, expertise, additional training opportunities.
 - b) Meet at TDS.
 - c) Review the printed or online instructions for the instrument – if available.
 - d) Assemble the instrument and review basic usage.
 - e) Inspect the condition of the instrument.
 - f) Chairperson will record the inventory of checked-out equipment along with Borrower's name, e-mail address, and phone number.

Where procedures do not cover an occurrence/event, members will conduct themselves in a manner consistent with the intent.