

# VBAS Standing Rule

## Loaning of VBAS equipment

### Baseline Approved Nov 9, 2017

#### **Scheduling and Logging:**

Scheduling and logging of loans is the responsibility of the Facility Director and Observatory Director. The President will resolve any ties if ever necessary. Borrower is required to obtain advance permission to borrow an item by text, email or voice. The event serving the greatest number of people will take priority. The log will reside in the library and contain a list of items loaned, the date signed out, the member's name, a justification, a date signed in, approval, and any event information.

#### **People allowed to borrow equipment:**

The Facility Director and Observatory Director will decide if a VBAS member in good standing is qualified and trustworthy enough to borrow equipment. Good standing means the member's dues is paid and their contact info is on file with the Membership Secretary.

#### **Equipment not available for loan:**

Any items related to the C16 or Swanson 21 are not available for loan. The 18" dob, Meade 14", and the eyepieces needed to operate the scopes should remain on site to support Saturday public shows and are not available for loan. The Ann Sanford Questar and Ernst Stuhlinger telescope are only available for loan as part of the respective scholarship award. Anything not listed in the log book is not available for loan.

#### **Equipment available for loan:**

Only the items listed in the log book are available for loan. The Facility Director and Observatory Director will select the items included in the loan program, and will maintain that list in the log book. Also, they will decide what training is needed prior to borrowing the item from the VBAS program.

#### **Justification and Duration:**

The primary justification for loan is to conduct public outreach. The event information, including event name, number in attendance, and time will be noted in the log. Special events such as an eclipse, or a research project or imaging session which the results are shared with the membership are valid justifications. A star party at a dark site where at least 3 or more members benefit is a valid justification. The duration of the loan should be kept as short as possible and not to exceed one week if others are interested in using the equipment. The exception would be a loaner pool of beginner or

donated scopes that could be loaned out to members for longer periods at the discretion of the Facility and Observatory Directors.

This standing rule can be modified or eliminated by the Board of Directors as deemed necessary. The current version of this standing rule will be available on the VBAS web site.