

POLICY- ISLAND PARK MUSEUM

PASS PROGRAM

- 1) Free museum passes are available to Island Park Library cardholders in good standing.
- 2) Passes must be reserved in advance and handled by an adult (18 years or older) family member. Only one pass may be checked out to a patron at a given time.
- 3) Passes may be borrowed for up to three (3) days (including day of check out), and must be returned to the library no later than the closing time on the day of return. Passes MAY NOT be dropped in the book drop.
- 4) Reserves will be taken up to 2 months in advance of the desired date.
- 5) Reservations will ONLY be taken in person.
- 6) In order to ensure that the museum pass can be given to the next patron, keep in mind that there is a \$10.00 late fee per day, so please return promptly.
- 7) In the event that the pass is not returned by the due date and another patron wishes to take out the pass, the library will pay the entrance fee for the next patron and the cost will be added to the late fee of the previous patron.
- 8) Any user who loses a pass will be charged the replacement cost of that museum pass.
- 9) Patrons should call the museum directly for information on hours of operation, parking and/or directions.
- 10) The library staff reserves the right to monitor usage to ensure fair access for the greatest number of patrons.
- 11) Patrons may reserve one museum for a specific museum once a month and reserve only one museum pass per week.

3/18/11

AGREEMENT – ISLAND PARK LIBRARY MUSEUM PASSES

- 1) Free Museum Passes are available to Island Park Public Library cardholders in good standing.
- 2) Passes must be reserved in advance and handled by an adult (18 years or older) family member. Only one Pass may be checked out to a patron at a given time.
- 3) Passes may be borrowed for up to 3 days, and must be returned to the Library no later than one hour before closing on the due date. Passes may not be returned in the book drop.
- 4) In order to ensure that the Museum Pass can be given to the next patron, keep in mind that there is a \$10 late fee per day, so please return it promptly.
- 5) In the event that the pass is not returned by the due date and another patron wishes to take out the pass, the library will pay the entrance fee for the next patron and the cost will be added to the late fee of the previous patron.
- 6) Any user who loses a Pass will be charged the replacement cost of that Museum Pass.
- 7) Patrons should check on their own for information on museum hours of operation, parking and/or directions.
- 8) The Library staff reserves the right to monitor usage to ensure fair access for the greatest number of patrons.
- 9) Patrons may reserve one museum for a specific museum once a month and reserve only one museum pass per week.

Name

Date

03/18/11