

## MUSEUM PASS POLICY

Museum passes may be borrowed, free of charge, by library district residents, over 18 years of age, who have a Gold Coast Public Library card in good standing, and who have signed the Museum Pass Agreement. Most family passes admit two adults and up to four accompanying children. The Library will not provide additional funds for admission beyond the issuance of the family museum pass.

Passes are subject to availability, and are reserved on a first-come, first-served basis. Only one pass may be borrowed per family per month. Borrowers must return a pass before borrowing another one. The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.

Passes may be borrowed for up to 3 days. Museum passes will be bar-coded and charged out like other circulating material. The day the pass is picked up is considered day one. A pass borrowed on a Friday must be returned by 10 am on Monday when the library is closed on Sunday. Otherwise, passes must be returned no later than one hour before library closing on the due date. Passes may be returned in the book drop, as long as they are returned in the protective envelope in which they were circulated.

A fee of \$5.00 per day will be charged to the borrower's library account for passes held beyond the three day loan period. The \$25.00 replacement cost of the pass will be charged to the borrower's library account for passes that are lost or not returned within 14 days of the third day of the loan.

In the event that a borrower fails to return a pass on the day it is due back at the Library, and the non-return of that pass necessitates the Library pays an entrance fee for the next reserved user, the entry cost to that museum will be charged to the library account of the borrower who failed to return the pass in a timely fashion. If a reserved pass is not picked up by the Library's closing time, the reservation will be cancelled.

Borrowers are responsible to call the museum directly for hours of operation, parking or directions. The Museum reserves the right to determine the rules and regulations governing the use of the museum pass. The museum pass may not provide admission to all exhibits at the museum. Borrowers are advised to have a back-up plan in case the museum is unexpectedly closed, or if a museum pass is not returned in time. The Library is not responsible in case any of these things happen.

Adopted May 21, 2008

Amended June 11, 2008