

Gold Coast Public Library 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. Each pass provides admission and discounts to local museums and venues.

Specific benefits vary per museum and can be seen on the Library’s website. 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 responsible to call the museum directly for hours of operation, parking or directions. 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.

How they work

Passes are subject to availability, and are reserved on a first-come, first-served basis. Reservations made be made online at the Library Website, in-person or over the phone.

Reservations may be made up to 3 months ahead, but you may only have one reservation on the system at a time per household. Borrowers must return a pass before requesting an additional pass reservation. The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.

There are two types of pass available, *Print on Demand* and *Pick up at Library* and:

<p>Print on Demand Passes</p>	<p>Passes marked on Print on Demand are reserved for one day and are only valid on the date selected. These passes do not need to be returned and automatically expired. There are no fines for Print on Demand Passes.</p>
<p>Pick up at Library Passes</p>	<p>Pick up at Library 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. Passes must be returned no later than Day Three (the due date). Passes must be returned inside the Library at the Circulation Desk.</p> <p>If a reserved pass is not picked up by close of business on of Day One, the reservation is cancelled, and the pass becomes available for others to borrow.</p> <p>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 \$75.00 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.</p>

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