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## **MUSEUM PASS PROGRAM POLICY**

Approved by the Plainedge Public Library Board of Trustees,  
March 13, 2023

1. Free Museum Passes are available to Plainedge School District residents who hold a Plainedge Public Library card in good standing.
2. Museum Passes may be reserved up to 30 days in advance, subject to availability and must be handled by an adult (18 years or older). Museum passes may be reserved online from the Library homepage, or reserves may be taken in person at the Reference Desk.
3. A maximum of one pass per family may be borrowed at one time and each individual Museum Pass may be borrowed only once a month.
4. Physical passes may be borrowed for 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.
5. To ensure that a physical Museum Pass can be given to the next patron, there is a \$10.00 late fee per day, with a maximum fine of \$60.00.
6. In the event that non-return of a physical Museum Pass necessitates the Library to pay the entrance fee for the next user, the entry fee to that Museum will be attached to the borrower's record.
7. Any user who loses a physical Museum pass will be charged the replacement cost of that Museum Pass. (See Reference for cost of replacement).
8. The Library staff reserves the right to monitor usage to ensure fair access for the greatest number of patrons.
9. It is the responsibility of the user to telephone or check the Museum website in advance for information on hours of operation, parking and/or directions.
10. If you are reserving a physical pass (as opposed to a print-on-demand pass), make the reservation for the date you will pick it up at the library. Otherwise, reserve the pass for the day that you'll be visiting the museum.
11. Please be courteous and contact the Reference Department if you cannot use the time slot you reserved.