

## **Sutton Free Public Library**

### **Museum Pass Policy**

We are pleased to offer our community the opportunity for reduced or free entrance to several area museums and attractions.

The following guidelines apply:

- Only one pass may be borrowed per library card at a time.
- Borrowers must return a pass before borrowing another one.
- Passes for the same museum may not be borrowed by the same patron/family on consecutive days.
- Passes may be picked up after noon on the day before use if they are available.
- Passes must be returned by the next time the Library opens after the day of use. This is typically the next day.
- Each individual pass may be borrowed no more than once every 30 days.
- Passes may be reserved up to 90 days in advance.
- Passes can be returned in the book drop of the Sutton Library only, not other libraries.
- Passes may be reserved online through the Library's pass management system, over the phone, or in person.
- A valid library card in good standing must be presented to reserve and pick up museum passes.
- The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.
- Only laminated passes need to be returned; tickets for specific days do not need to be returned.
- The Library reserves the right to deny the use of museum passes to any borrower who repeatedly loses them, returns them late or fails to pick up or cancel them.
- The Library will not provide additional funds for admission beyond the issuance of the museum pass.
- The Library assumes no responsibility of any kind arising out of the reservation or use of museum passes or any parking accommodations.
- Borrowers are responsible to contact the museum directly for hours of operation, parking, or directions. Each museum determines the rules and regulations governing the use of its museum pass. The museum pass may not provide admission to all exhibits at the museum.
- The overdue fine for a museum pass is \$5. per day.
- Any borrower who loses a pass is responsible for the full replacement cost of that pass.

Approved by the Library Board of Trustees on February 23, 2015