

MUSEUM PASS POLICY AND PROCEDURES

- I. Policy.** The Abbot Public Library loans free or discounted admission passes to educational, cultural, or recreational organizations to any Library patron in good standing. A complete list of passes is available at the Circulation Desk or on the Library's website. The loan period for all passes is one day; one pass per family is the maximum allowed.

The Abbot Public Library is obliged to comply with the admissions terms and conditions that each museum sets for its Library Pass Program. The Library's Museum Pass holdings are subject to change at any time.

The Library's loaning of museum passes is a privilege and not a right the Library confers on its patrons. Accordingly, the Library is not financially responsible for errors or a museum's refusal to honor a museum pass.

II. Procedures

- A. Guidelines.** Passes are available through an advance reservation system. Printed passes may be picked up prior to the day of use and no later than 10:30am on the day of use. In the event the Library is closed on the day of use, the pass must be picked up by 10:30am on the last day preceding that the Library is open. Passes not picked up by this deadline become immediately available to other patrons on a first-come, first serve basis. The patron's library card must be in good standing to borrow a pass (no outstanding NOBLE balance over \$50.00).
- B. Reservation and Borrowing Procedures.** Patrons may call the Library or visit the Library website to reserve a pass. Patrons are expected to have their Library card available at the time of pick up for ease of processing the reservation. Library staff will make every effort to resolve any scheduling conflicts that may arise in the event of a scheduling error. The Library is not financially responsible for errors made in the Reservation procedure.
- C. Borrowing Limits Policy.** Patrons may reserve up to 10 passes per month. During school vacations and school holidays, patrons may be restricted to 2 passes per week.
- D. No Show Policy.** Patrons will be blocked from making advance reservations for 30 days when they have failed to pick up passes on 2 occasions.