

## Museum Pass Lending Policy

### Policy Statement

In order to provide access to cultural institution, the Montclair Public Library makes available free passes to various museums in the surrounding area.

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### Regulations

1. Museum passes are available for check out by Montclair Residents who are 18 years or older with Library cards in good standing
2. Each cardholder can reserve up to two (2) passes for the same calendar day; Passes may be reserved up to sixty (60) days in advance.
3. Each cardholder may checkout up to two (2) passes for one (1) day.
4. The pass will only be checked out on the card which has made the reservation.
5. Disposable passes
  - a. May be checked out up to seven (7) days in advance of their validity date.
  - b. Do not need to be returned and expire after their use.
6. Reusable Passes
  - a. Can be checked out the evening before (subject to availability) or the day of from the second floor service desk
  - b. Must be returned by 10:15 am the day after they are used. Passes may be returned to the main library circulation desk or the museum pass return box located to the right of the door near the book return bins
  - c. Passes checked out for use on Saturday or Sunday are not due back until Monday morning at 10:15 am.
  - d. Customers will be charged a five dollar (\$5) per day fee for each day the pass is not returned past its due date.
  - e. Customers will be charged a default replacement fee of fifteen dollars (\$15) or whatever is set by the respective museum.

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Approved: May 21, 2019  
Montclair Public Library Board of Trustees