



## **Museum Pass Policy**

**Approved by the Joint Board of Library Trustees 1/9/2020**

### **Purpose**

The Library offers a Museum Pass Program as an additional outlet through which the Library can build on its mission to serve as a center of education, recreation, information and culture by providing patrons with the opportunity to obtain free or discounted access to select museums. The museum pass program is operated by the Hamilton Wenham Public Library and is funded by the Friends of the Hamilton Wenham Public Library.

This policy governs patron rights and responsibilities in regards to the use and reservation of museum passes. In order to make museum passes available to as many patrons as possible we have established the following policy.

### **Policy**

- Museum passes may be borrowed by any Merrimack Valley Library Consortium (MVLC) registered card holder in good standing with no fines or fees exceeding \$20.
- Passes are limited to one pass per day per patron. The Concord Museum and the Harvard Museums may be borrowed together for use on the same day.
- Passes may be reserved 21 days in advance either in person, by phone, or online.
- In order to pick up a pass, you must present the library card used when placing the reservation or photo identification.
- Coupon passes may be picked up 3 days prior to use. Non-coupon passes may be picked up the day before or the day of use at the main circulation desk.
- Non-coupon passes must be returned by 10:00 am the day following use. There is a \$10.00 overdue fee for passes returned after 10:00 am.
- Lost passes will be charged a \$25.00 replacement fee.