

## Museum Passes

### Eligibility:

- The Gale Free Library's Museum Pass Program provides patrons admission at a reduced cost, or no cost, to a variety of local museums and attractions. The Program is made possible through the support and generosity of the Friends of the Gale Free Library.
- Patrons with a valid C/W MARS library card in good standing (not expired, with all fines paid) are able to reserve passes.
- Patrons must be 18 years or older to reserve/check out a pass.
- By borrowing passes, patrons are agreeing to the borrowing guidelines, including payments for lost passes and any fees incurred.
- Admission policies vary with each pass. Please check each for details, possible charges, and number of persons admitted. Institutional policies for each pass are subject to change.

### Reserving:

- Passes can be reserved by phone (508-210-5565), or in-person at the Reference desk.
- Passes may be reserved up to 2 months in advance.
- To help ensure equitable use, a patron/household may reserve 1 pass for 1 museum per day. In addition, passes can be reserved by a patron/household 3 times per calendar month (with the limitation of 1 weekend per month).
- Additional limitations may apply during times of high-demand, such as school vacations and holidays
- Passes cannot be renewed.
- Please call to cancel reservations.
- Every attempt will be made on the part of the staff to ensure that passes are available on the date requested. However, the Library cannot assume responsibility if passes are not returned by the previous borrower.

### Check out/Return Procedure:

- Passes may be picked up at the Reference desk the day of the museum visit, or the day before the visit if they are available. If the library will be closed for a holiday on the normal pick up day, the pass may be picked up earlier. If the pass is not picked up within 24 hours of the reservation, it will be put back into circulation.
- Patrons must present their library card when picking up the pass.
- Coupon passes do not have to be returned. Non-coupon passes are due back at the Gale Free Library the day they are used, or before 9:30am the day following their use. When the library is closed, passes can be returned in the book drop using the envelope provided.

Fines and Fees:

-It is important that passes are returned on time so that they are available for the next patron. It is also important to cancel reservations when a pass is not needed, so that others can use the pass. Patrons who reserve a pass and fail to pick it up or cancel a reservation will be charged \$10. If a patron fails to cancel existing reservations 3 times in a calendar year, his/her pass borrowing privileges will be suspended for 6 months.

-The fee for returning passes late is \$10 a day/per pass with a \$50 maximum. After 7 days, if the pass is still not returned, it will be considered lost, and patron will be charged replacement cost.

-If a pass is "Claimed Returned" on a patron's account, additional passes may not be checked out until matter is resolved.

-The cost of replacing lost or unreturned passes is the responsibility of the patron. This cost has been set by each institution.