

# Metuchen Public Library

480 Middlesex Avenue  
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732-632-8526

## MUSEUM PASS POLICY

Metuchen Public Library Museum Pass Program is generously funded by the Friends of the Metuchen Library.

1. You must be a current member of the Friends of the Metuchen Library in good standing, with a membership level of \$15.00 and up.
2. Museum passes may only be reserved and borrowed by a valid library card holder from LMXAC member libraries, aged 18 and older, in good standing, with no unpaid fines or fees.
3. Only one Museum pass per household may be checked out at a time.
4. Museum passes can be reserved up to 8 weeks in advance in person or by calling the library. No more than two museum passes can be reserved at a time.
5. Museum passes must be checked out by the person who makes the reservation using his/her library card. Museum passes must be picked up and returned in person to the library at least two hours before the library's closing time to avoid a late fee.
6. Each museum pass may be checked out for a three-day loan period including the pickup date and the return date.
7. Museum passes are valuable assets and must be returned in person to the main service desk. Do not return museum pass in the book drop. A \$10 fine will be charged to the cardholder's account if the museum pass is left in the book drop.
8. The library is not responsible for sending out any reminders for museum pass reservations.
9. Renewals will not be allowed under any circumstances.
10. Patrons who have reserved a pass must come in or call the library for any cancellation or rescheduling. Anyone who has not picked up the reserved museum

pass two hours before the end of the reservation day without notification either by phone or in person will be considered a “No-Show” and the pass will be released to the next person on the waitlist.

11. “No-show” library cardholders will be blocked from reserving the museum pass for 4 weeks the first time and 8 weeks the second time. Library cardholders with more than two “No-Show” reservations will be blocked for six months.
12. For any early or late pick up, please call the library. The library cannot guarantee the availability of the passes for any early pick up before the reserved date.
13. Each museum pass may be loaned to someone in the same household only once per three-month period.
14. A fine of \$10 per day will be charged for each day that a museum pass is overdue, with the exception of scheduled or unscheduled library closings.
15. Failure to return the museum pass will result in a fine equal to the full replacement cost of the museum pass as communicated during checkout, plus a \$25 service fee. Museum passes that are returned in a condition that renders them unusable will also be subject to a fine that is equal to the full replacement cost of the pass plus a \$25 service fee.
16. Since each of the museums sets its own rules and guidelines for the passes granting admission to its facility, library patrons checking out a museum pass are responsible for carefully reading this policy and the guidelines that have been included with the pass that is being checked out. The library assumes no responsibility for any misunderstandings that a patron may have regarding the terms of a particular museum pass.
17. The Library Director or designee (in the director’s absence) shall have the discretion to modify these rules in the event that an accommodation is necessary.

1st Reading 9/13/2016

2nd Reading and Adopted 10/18/2016

Amended and Approved 1/8/2019

Revised and Approved 10/10/2019