

Museum Pass Policy & Procedures

The Main 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 Public Services Desk or on the Library's web site. The loan period for all passes is one day; one pass per day per family is the maximum allowed.

The Peabody Institute 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.

Guidelines

Passes are available through an advance reservation system.

- Reusable and coupon passes may be picked up at the Main Library only, prior to the day of use and no later than 10 a.m. on the day of use.
 - In the event the Library is closed on the day of use, the pass must be picked by 10 a.m. on the last day immediately 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 Library reserves the right to specify the pick-up day for multi-use passes.
- Patron's library card must be in good standing to borrow a pass (no outstanding NOBLE balance over \$50.00).

Reservation and Borrowing Procedures

Patrons may call the Library or visit the Library website to reserve passes.

- Patrons are expected to have their Library card available at the time of pick up for ease of processing the reservation.
- Patrons may be asked to sign a slip acknowledging that they understand the terms of the Museum Pass Policy.
- 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.

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Borrowing Limits Policy

- Patrons may not reserve an individual institution's pass more than once per week (each new week begins on Monday).
- Patrons may reserve up to 10 passes per month.
- During school vacations and school holidays patrons may be restricted to 2 passes per week.

No Show Policy

Patrons will be blocked from making advance reservations for 45 days when they have failed to pick up 2 passes. The Library will clearly advise patrons of this policy in its promotional materials.

Return Procedures

Multi-use passes must be returned to the Main Library by 9.a.m. the next business day. For patrons' convenience after hours, museum passes may be returned in the Pass Return Box located outside of the Children's Room entrance at the Main Library.

Coupon passes are given to patrons upon checkout, and **do not** need to be returned.

Emailed passes are checked out to the patron immediately, and **do not** need to be returned.

As approved by the Board of Library Trustees the 3rd day of October, 2022.