

BAYVILLE FREE LIBRARY
34 School Street, Bayville, NY 11709
Telephone: (516) 628-2765
FAX (516) 628-2738

POLICY FOR LOAN OF ADMISSION PASS TO MUSEUM OR FACILITY

1. All borrowers of passes must be at least 18 years old and library cardholders in good standing.
2. An agreement must be signed by each borrower that he/she agrees to be personally and financially responsible for loss of pass up to the full cost of the membership.
3. Pass will be lent for a maximum of five days. Pass may be borrowed for less than five days. If a pass is lent for a period less than five days, all other terms continue to apply. Only one pass may be lent to a borrower at a time. Only one pass may be lent at a time to borrowers residing within the same household. Passes must be returned by closing time of the date due. Borrowers will be charged \$20.00 for each day it is overdue.
4. **PASS MUST BE RETURNED DIRECTLY TO CLERK AT CIRCULATION DESK. DO NOT RETURN IN BOOK DROP.** Failure to return pass to circulation desk personnel will result in \$35.00 fine and possible loss of borrowing privileges.
5. There are no renewals.
6. A pass may be reserved up to 3 months in advance for later pickup.
7. A "no-show" customer is defined as one who previously reserved a museum pass and neither checks it out, nor cancels a reservation in person or by telephone within the 5 day lending period. If a no-show occurs a second time, that customer may not reserve a museum pas for six (6) months following the date of the second occurrence. If there is a third occurrence the customer may not reserve a pass for twelve (12) months following the date of the third occurrence. This change in policy concerns reservations and does not apply to customers coming into the library and checking out an available pass. A customer who is not permitted to reserve a pass may come in person to the library and borrow any available pass at that time. (#7 adopted by Board of Trustees Dec. 9, 2009)
8. The library assumes no responsibility for failure to provide pass at date requested or reserved.
9. Pass covers admission only. Parking and any other fees are the responsibility of borrower. Discounts, admission to special programs and exhibits, and any other arrangements are the responsibility of the borrower.
10. Borrower is responsible for complying with any rules established by the museum or cultural organization.

I have read the above policy and rules for loan of museum passes from the Bayville Free Library and I agree to abide by all.

Signature _____ Date _____

Name _____ Phone (H) _____ (O) _____

LIBRARY USE ONLY: Card # _____