

LAKEVIEW PUBLIC LIBRARY

1120 Woodfield Road
Rockville Centre, NY 11570
Phone: 516-3071 - Fax: 516-536-6260

MUSEUM PASSES POLICY

Free family passes to museums are available to Lakeview Public Library's patron in good standing. For the purposes of this policy, "a patron in good standing" is defined as a patron who does not have any outstanding fines or lost materials.

The museum pass may only be checked out by an adult patron 18 years or older.

The museum pass may be borrowed for up to three (3) days and must be returned to the Library at least one hour before closing on the due date.

The museum pass may be reserved for days during the current or following month subject to availability. If a reserved pass is not picked up by the Library's closing time on the day of the reservation, the reserved pass is canceled.

Borrowers may not return museum passes in the book drop. A \$10 fine will be applied to the Borrower's account if passes are returned in the book drop.

A Lakeview Public Library patron who loses a museum pass will be charged the replacement cost of the museum pass.

Borrower's Agreement

I agree to borrow the Lakeview Public Library's Museum Pass, subject to the following conditions:

The museum pass shall be returned **after 3 days. Due Date:** _____

There shall be a late fee of **\$10 per day** for any late return of the museum pass.

I understand that I am not permitted to return the Pass in the Library's book drop and that a **\$10 fine** will be affixed to my record if I place the Pass in the Library's book drop.

If the museum pass is lost, destroyed or not returned within 3 days, a replacement fee of **\$750 for Cradle of Aviation; \$950 for Long Island Children's Museum; \$1500 for Museum of Modern Art; \$350 for Old Westbury Gardens; \$250 for Museum of Natural History** shall be assessed to the Borrower's Library patron record. In addition all Library privileges will be suspended until full payment is made.

The museum pass may be checked out by an adult patron 18 years or older. The museum pass may not be transferred to or used by any other individual(s) and/or organizations.

The Library bears no responsibility for any loss, cost, damage, or expense whatsoever arising out of the use of the museum pass.

| | |
|-------------------------------|----------------------------|
| _____ | _____ |
| Borrower signature | Date |
| _____ | 26645- _____ |
| Borrower' Name (Print) | Library Card Number |
| _____ | _____ |
| Borrower's Address | Telephone |

MUSEUMS:

- Cradle of Aviation (up to 2 children)
- Long Island Children's Museum
- Museum of Modern Art
- Museum of Natural History
- Old Westbury Gardens

Museum of Natural History: Four (4) tickets per family may be borrowed with a 30 days period.

Adopted by the Board of Trustees on August 13, 2014

Circulation Instructions for Museum Passes

The museum passes are in the museum pass binder located in the *Children's Office*.

Circulation staff will call a Librarian to inform them that a patron wishes to check out a museum pass.

Only Librarians may check out museum passes to patrons.

When the museum pass is returned by the patron, check in the pass.

Circulation staff will call a Librarian to inform them that the museum pass is at the Circulation Desk for retrieval. The pass should then be placed in the children's office.

The museum pass must never remain at the Circulation Desk.