

Butler Public Library

MUSEUM PASS USER'S AGREEMENT

1. Museum passes may be borrowed, free of charge by library patrons 18 years of age and over who have a Butler Public Library card in good standing, and who have signed the Museum Pass Agreement.
2. Passes may be reserved up to three months in advance of the desired date. Reservations may be taken in person by stopping by, or by calling 973-838-3262. Passes are subject to availability, and are reserved on a first-come, first-served basis.
3. **A \$30.00 cash only deposit** is required at the time the pass is picked up, this will be refunded in full when the pass is returned to the circulation desk on time.
4. Borrowers must return a pass before requesting an additional pass reservation. The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.
5. Passes may be borrowed for up to 3 days. Museum passes will be bar-coded and charged out like other circulating materials. The day the pass is picked up is considered **Day One**. Passes may **NOT** be returned in the book drop. **A \$10 charge will be placed on the patron's record** for returning the pass in the book drop. **Passes cannot be renewed.**
6. **A fee of \$5.00 per day will be charged to the borrower's library account for passes held beyond the three day loan period. The maximum fine is \$50.**
7. The replacement cost of the pass (\$75.00) will be charged to the borrower's library account for passes that are lost or not returned within 14 days. The patron will forfeit their \$30 deposit which will be deducted from the total cost of the replacement.
8. If a reserved pass is not picked up before the close of business on Day 1, the reservation is cancelled, and the pass becomes available for others to borrow. Borrowers are urged to call the library as soon as possible if unable to utilize a museum pass on the reserved date, in order to make the pass available to others.
10. Borrowers are responsible to call the museum directly for hours of operation, parking or directions, or other requirements or responsibilities. The Museum reserves the right to determine the rules and regulations governing the use of the museum pass. The museum pass **may not** provide admission to all exhibits at the museum.

***Museum pass signed out for: INTREPID MORRIS MUSEUM SCULPTURE IMAGINE THAT!!!**

By signing this form, I agree to the terms outlined above:

Name	Date	Phone
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Print your name

____(Staff Initials) Initial receipt of original cash deposit (\$30.00)

____(Staff Initials) Scanned Barcode **out**.

____(Staff Initials) Scanned Barcode **in**.

____(Staff Initials) Refunded original cash deposit (\$30.00)

(rev. 10/2/17)