

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 User's 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 the Library 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 (NO CHECKS) 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 material. The day the pass is picked up is considered Day One. Passes may NOT be returned in the book drop. If a pass is put in the book drop the patron forfeits the \$30.00 cash deposition. 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 \$75 at this time the pass will be considered lost.
7. If the pass is lost the fee is \$75.00
8. If a reserved pass is not picked up by close of business on Day 1, the reservation is cancelled, and the pass becomes available for others to borrow.
9. 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. (www.butlerlibrary.org)
11. 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 circle one **INTREPID MORRIS SCULPTURE**

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

Name Date Phone

_____(Staff Initials) Initial receipt of original cash deposit (\$30) (REV 4/13/15)

_____(Staff Initials) Refunded original cash deposit (\$30)

_____(Staff Initials) Scanned barcode in. _____(Staff Initials) Scanned barcode out.