

**Amityville Public Library  
Museum Pass Program Policy**

1. Free Museum Passes are available to Amityville Public Library adult cardholders in good standing who have signed the Museum Pass User Agreement. A new agreement form must be signed each time a Museum Pass is checked out.
2. Passes must be reserved in advance and handled by an adult (18 years or older) family member. Only one (1) Museum Pass may be checked out to a patron at a given time.
3. Museum Passes may be borrowed for up to 3 days and must be returned to the Library no later than Library closing time on the due date. Passes may be returned in the book drop, prior to the due date, in the packaging provided for this purpose. Any material dropped in the book drop is checked in as the next day.
4. Reserves will be taken up to 2 months in advance of the desired date. Reservations will be taken either in person, by telephone at (631) 264-0567, ext. 15 (Children's Services Department) or through the on-line reservation system accessible through the Library's home page.
5. In case of cancellation, the Library must be notified as soon as possible. Failure to provide cancellation notice and/or cancellation on several occasions may result in denial of Museum Pass privileges.
6. In order to ensure that the Museum Pass can be given to the next patron a \$10 late fee per day will be assessed at Library closing on the due date and every day thereafter.
7. In the event that a non-return or late return of a Pass necessitates the Library to pay the entrance fee for the next user, the entire cost of that museum's entrance fee will be attached to the borrower's record.
8. In the event the Library cannot provide a Museum Pass due to its late return by the previous patron, the Library will attempt to reimburse the next patron for entrance fees provided that :

- a. A date stamped receipt is provided for the entrance fee which would have been covered by the Museum Pass (one day entrance fee only) AND
  - b. The “late” patron has paid the assessed entrance fee AND
  - c. The Library has provided less than 24 hours notice to the patron expecting to borrow the Museum Pass of its non-return by the prior patron.
9. In the event of loss or mutilation of a Pass, a fee will be charged for the full replacement cost of the Museum Pass.
10. The Library reserves the right to monitor usage to ensure fair access for the greatest number of patrons.

Adopted May 21, 2009, revised June 18, 2009, revised September 17, 2014; amended  
September 15, 2016