



Whippanong Library
MUSEUM PASS BORROWER'S AGREEMENT

I understand:

1. Museum passes may be borrowed by library patrons 18 years of age or over who have a valid Whippanong Library card in good standing, and signed this Museum Pass Borrower's Agreement. Passes cannot be reserved or borrowed with a child's card. My valid New Jersey driver's license must also be presented as additional identification so the pass may be borrowed. Passes for only one museum per household may be checked out at a time. Courtesy card holders are encouraged to contact their home town library.
2. A \$30.00 cash – no checks – deposit is required when the pass is picked up. This will be refunded in full when the pass is returned on time and undamaged to the circulation desk.
3. Borrowers must return the pass before checking out another. The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.
4. Passes may be borrowed for up to 3 days. Museum passes are charged out like other circulating materials. Passes are available during normal Library hours after 12:00 p.m. noon. The day the pass is picked up is Day One. If a reserved pass is not picked up by close of business on Day One the reservation is cancelled and the pass becomes available for the next patron to borrow. Borrowers are urged to call the Library as soon as possible if unable to utilize a museum pass on the reserved date. If the borrower does not pick up the museum pass and does not contact the Library at least one day prior to Day One museum pass borrowing privileges will be suspended for three months. If the library is unexpectedly closed due to weather or another emergency and you cannot pick up your reservation before it expires, then unfortunately you have lost your reservation.
5. Passes must be returned to the circulation desk, not the book drop, by 12:00 p.m. noon on Day Three. A \$10 charge will be placed on the borrower's account for returning the pass in the book drop. If the library is closed on Day Three, the pass must be returned by 12:00 p.m. noon on the next day the library is open. Passes cannot be renewed.
6. A fee of \$5.00 per day will be charged to the borrower's library account and all borrowing privileges will be suspended if the pass is held beyond the three day loan period. The maximum fine is \$50.
7. The replacement cost of the pass, which varies by Museum, will be charged to the borrower's library account for passes that are lost, damaged, or not returned within 10 days. The borrower also forfeits the \$30 deposit.



8. The borrower is responsible for any fees or charges not included with the pass (for example: parking, surcharges for special exhibit admission, food, etc.) and for checking the museum's website for information about current exhibits and special programs. The borrower should confirm operating hours with the museum before visiting, as these are subject to change.

Museum pass reserved for:

Museum pass signed out for:

Projected Schedule Dates:

Day 1 – pick-up: _____

Day 2 – use pass: _____

Day 3 – return pass by 12:00: _____

Actual Schedule Dates:

Day 1 – pick-up: _____

Day 2 – use pass: _____

Day 3 – return pass by 12:00: _____

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

Borrower Name (Sign)	Date	Phone
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Borrower Name (Please print)

____ (staff initials) ____ (borrower initials) Library - receive cash deposit (\$30).

____ (staff initials) ____ (borrower initials) Borrower – receive refunded cash deposit (\$30).

Notes: