



**TOWN OF BURLINGTON**



**BURLINGTON  
Public Library**  
*Connect, Discover, Enjoy*

## **Museum Pass Policy**

The Burlington Public Library offers a variety of museum passes for borrowers sponsored by the Friends of the Burlington Public Library and other groups.

- Museum passes may be borrowed by anyone holding a library card in good standing. In order to pick up a reserved pass, the patron must present the library card used when placing the reservation. We will also accept their valid picture ID in lieu of their card.
- Museum passes may be reserved in person, online, or by phone. Families may reserve one museum pass per day; each individual museum pass may be reserved once per family, per month. Museum passes may be reserved sixty days in advance. The library does not maintain waiting lists for museum passes.
- When available, museum passes may be picked up one day in advance of reservation. Passes not picked up by noon on the day of reservation (1:30 on Sundays), will be considered a no-show and released to the public.
- If passes have not been reserved by other patrons, same day walk-in reservations will be honored.
- If you decide not to use the pass please cancel with as much notice as possible. Cancellations may be made in person, online or by phone. With two no-shows in sixty days you will be restricted from reserving passes for the next sixty days.
- Non-coupon passes must be returned by 10:15 am (1:15 on Sundays). There is a \$10.00 per day fine for passes returned late. Lost passes will be charged a \$25 replacement fee.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as deemed necessary.



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**BOARD OF TRUSTEES (Museum Pass Policy)**

**DATE**

\_\_\_\_\_ Chairman \_\_\_\_\_

\_\_\_\_\_ Vice-Chairman \_\_\_\_\_

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Reviewed November 9, 2017 \_\_\_\_\_