

## Museum Pass Policy

The Durham Public Library offers a variety of museum passes which provide no cost or reduced admission to museums in New Hampshire and Massachusetts. Some of our passes are checked out to the patron and must be returned to the library; some of our passes are single use coupons and need not be returned. Please see the museum pass flier or the library website for specific information including a current list of available passes.

1. A patron must have an active Durham Public Library membership in good standing to reserve or check out a pass. Passes purchased by Durham Public Library, in conjunction with the public libraries in Madbury and Lee, are available to cardholders from each of the three libraries.
2. Passes may only be checked out one day prior to the reservation date and must be returned by 10 a.m. the day after they are used. Passes can be returned at the main desk or in the book drop if the library is closed. Coupons do not need to be returned and may be picked up 30 days in advance.
3. Patrons may reserve only one pass per day. However, when coming in to pick up the reserved pass, a patron may check out a pass to a second museum if no reserves have been placed on that pass by the day preceding the reservation date.
4. Due to the limited number of passes, and in an effort to give all patrons a fair chance, reservations will be limited to four (4) within a 30 day period per patron.
5. Passes may be reserved online via the library website, in person, or by phone. Please have your library card available when placing reservations. Advance reservations are strongly recommended to insure the availability of a pass on a particular day.
6. Late fees for overdue passes are \$1/day with a \$5 maximum.
7. The charge for replacement of a lost pass is determined by the museum.
8. The museum pass service is based on the cooperation of each user. It is important to return passes on time so that they are available for the next patron. It is also important to cancel reservations when a pass is not needed for a booked date so that others may use the pass.
9. If a reserved pass has not been picked up by 11 a.m. on the reservation date, it will automatically be cancelled.
10. Please note that admission charges are determined by the museum. Not all passes allow free admission; many passes allow only reduced admission. Special exhibits or performances at museums may require an additional fee.

Approved by the Board of Trustees October 15, 2009