



Caldwell Public Library Museum Pass Policy

Please read the terms of use, complete the contact information and sign to indicate your agreement

General Information

- Caldwell Library cardholders ages 18 and above with unexpired cards in good standing (no fines or fees) are welcome to borrow a Museum Pass.
- There is no fee to borrow the Pass unless it is returned late, damaged or lost. (see below)
- Borrowers must sign our Museum Pass Policy before checking out a pass for the first time to confirm that they have read and agree to abide by these rules.
- Borrowers will need to present their library card and the Pass at the Museum.
- Each museum has different Pass Admission guidelines described on our Museum Pass webpage. Check the museum's website for general and exhibit information.

How long may I keep the Pass?

- The Pass may be picked between 4pm and 7:30pm on Thursday. The Pass must be returned no later than 4pm on the following Tuesday (*For example, pick up Thurs. June 19 and return Tues. June 24*).
OUR REGULAR HOURS are Mon & Fri 9-5, Tues & Thurs 9-8, Wed 12-8 and Sat 9-12.
SUMMER HOURS: Same as above except Closed Saturdays in July and August.
- Due to demand, patrons are asked to return the Pass as soon as possible when they are done.
- Only one Pass can be borrowed at a time.

How do I reserve a Pass?

- A pass may be reserved either in person or by phone. Passes may be available on a walk-in basis.
- Reservations may be made up to 30 days in advance.
- If you need to cancel or reschedule, please contact us as soon as possible.
- Passes may be picked up only by the reserving cardholder, who must show their valid library card.
- A reservation is forfeited if the pass is not picked up on the reserved day by closing time.

How do I Pick Up and Return the Pass?

- Passes must be picked up and returned at Front Desk. They may **not** be returned in the Book Drop.

What if I return the Pass late or lose it?

- There will be a \$5 late fee for each day the Pass is overdue. The maximum fine is the cost of the membership card for that museum (e.g. \$125 for a lost Morris Museum card)
- If the Pass is damaged, the patron will be charged the museum's fee for a replacement card.
- If the Pass is lost or stolen, the patron will be responsible for the full cost of a membership pass.

Name _____

Address _____

Phone # _____ Library Card # _____

Signature _____ Date _____