



Caldwell Public Library Museum Pass Policy

Please read, complete the contact information and sign to indicate your agreement.

The Museum Pass program is funded by the Caldwell Public Library Foundation.

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 in addition to the Pass or Museum Membership card 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?

- Passes may be borrowed for 7 days. PLEASE CHECK OUR WEBSITE FOR CURRENT HOURS: www.caldwellpl.org
- Only one Pass can be borrowed at a time.

How do I reserve a Pass?

- At this time, Museum Pass reservations are available by contacting a staff member by email librarian@caldwellpl.org, or by telephone message at 973-226-2837. Pick up is available at Verona Public Library at times when a CPL staff member is there. We will confirm availability of your reserved pass with you.
- If you need to cancel or reschedule, please contact us as soon as possible, preferably by calling us at 973-226-2837.
- Passes may be picked up only by 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 Book Drop.

What if I return the Pass late or lose it?

- There will be a \$10 late fee for each day the Pass is overdue.
- 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.
- Replacement costs are as follows: \$125 Morris Museum; \$500 Intrepid; \$165 Montclair Art Museum; \$325 Children's Museum of Manhattan \$125 Storm King Art Center.

Name _____

Address _____

Phone # _____ Library Card # _____

Signature _____ Date _____