



Caldwell Public Library Museum Pass Policy

Please read, 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?

- Passes may be borrowed for 3 days.
OUR REGULAR HOURS are Mon & Fri 9-5, Tues & Thurs 9-8, Wed 12-8 and Sat 10-4.
SUMMER HOURS: Same as above except Closed Saturdays in July and August.
- Only one Pass can be borrowed at a time.

How do I reserve a Pass?

- A Pass may be reserved either in person, by phone or through the PALS Plus catalog. Passes may be available on walk-in basis.
- If you need to cancel or reschedule, please contact us as soon as possible.
- 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: \$100 Morris Museum; \$500 Intrepid; \$165 Montclair Art Museum; \$500 Guggenheim; \$100 Newark Museum.

Name _____

Address _____

Phone # _____ Library Card # _____

Signature _____ Date _____