

## USAGE.4

### POLICY ON MUSEUM PASS USAGE

1. Museum passes are available to Westford residents and non-resident members of the Friends of the J. V. Fletcher Library, Inc. residing in Massachusetts.
2. Museum passes must be reserved and handled by an adult (18 years or older) family member.
3. No more than two (2) museum passes may be used by a family at one time. The Library staff reserves the right to monitor usage to ensure fairness and access for the greatest number of patrons.
4. Reservations for periods of heavy usage (e.g. School Vacation weeks) will be allowed only 30 days prior to the actual vacation week to allow as much access as possible to passes. For non-vacation periods, Patrons may reserve passes up to 60 days in advance.
5. Passes may be picked up the night before use, or the day of use.
6. All passes must be returned to the Library ***NO LATER THAN 7:00pm*** of the day on which the pass is used. Should the library be closed, the pass may be dropped in the accompanying case into the front or rear book drops.
7. In the event that non-return of a pass necessitates the Library paying an entrance fee for the next user, that entry cost to the Museum will be assessed to the record of the negligent user.
8. Any user who loses a pass will be charged the replacement cost of that museum pass.
9. Library Museum Passes are a service provided through the funding of the Friends of the J. V. Fletcher Library, Inc., Community and Civic Groups and the Board of Library Trustees.

Voted and approved 6/7/83; Revised and Voted 9/4/90; 10/5/93; 11/2/93, 5/3/1999; 4/5/04; 2/6/12; 5/7/2012.

