

## **POLICY ON MUSEUMS PASSES AND OTHER ATTRACTIONS**

The Trustees of the Flint Public Library have adopted the following policy governing the circulation of museum passes. Many museums and attractions have specific instructions with the use of their passes, so it is recommended that patrons check the website of the place they wish to visit for the most up-to-date details on pass information.

1. Middleton residents are given priority over non-residents in reserving passes in advance. The one exception is for non-residents who join the Friends of the Flint at the level of \$25/year or above may also reserve passes in advance. Passes may be reserved by phoning the library, visiting the library in-person, or by using the library's online reservation system found on the Flint Public Library website under Programs and Services/Museum Passes. A library card is required to reserve museum passes.
2. Due to usage changes that may arise, staff can create weekly or monthly limits per family.
3. Many passes do not need to be returned. Returnable passes should be returned before the library opens the following day so another family may use the pass in a timely way.
4. Returnable passes should be returned in the same plastic container in which they were checked out. They can be returned to the circulation desk or dropped in the Audiovideo Dropbox which is located to the left of the main entrance. The dropbox is open 24 hours/day 7 days/week.
5. There will be a \$5.00 fine if a pass is not returned within 24 hours of its due date.
6. A replacement fee will be levied if a pass is lost.

Adopted: 1/10/94

Amended: 1/13/97, 11/18/02, 6/15/09

Amended: 5/9/16

Amended: 10/12/21