



## **Ocean City Free Public Library Museum Pass Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a preloaded Museum Pass from the Library. In order to be eligible you must:

1. Have a valid adult Ocean City Free Public Library card.
2. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

Museum Passes are on loan for 1 week at a time and one per household. Renewals are not permitted, but you may reserve another available pass upon returning one that was borrowed. Patrons may borrow one Museum Pass at a time. Passes will be checked out from the second floor Reference Desk.

### **Returns**

You must return the Museum Pass to the Reference Desk on the second floor of the Library. Passes cannot be returned to book drops. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, loss, and/or late fees.

### **Fees**

By borrowing a Museum Pass, you agree to be responsible for certain costs if necessary.

Due to the value of the Museum Pass and their popularity, the overdue charge has been set at \$5 per day with a \$50 maximum fine. After four weeks, the patron will be charged the replacement cost of the Museum Pass.

The replacement cost of lost or stolen Museum Passes is the cost of the pass.

### **Holds**

You may reserve a Museum Pass from our Reference Staff either in person or by phone. Museum passes cannot be reserve through the library website. As soon as the pass is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a pass in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve a Museum Pass again, you and any other members of your household will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on a Museum Pass; however, you cannot request a pass while you already have one checked out. Should you return a pass to the library and there is no one on the waiting list, you may borrow it again.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

August 14, 2017.