

Bay Shore-Brightwaters Public Library Museum Pass Program User Agreement

1. Library Museum Passes are available to Bay Shore School District residents at least 18 years of age with a valid Bay Shore-Brightwaters Public Library Card in good standing (no fines or family stops).
2. Museum passes are checked out at the Circulation Desk. Patrons must present their valid library card and sign the **Museum Pass Program User Agreement** each time a museum pass is checked out.
3. Passes must be reserved in advance and handled by an adult (18 years or older) family member. Only one Museum Pass may be checked out to a patron at a given time. **A Bay Shore-Brightwaters Library Card MUST be presented with the Museum Pass to gain admittance into the museum.**
4. **All Museum Passes may be borrowed for three days in total. This includes a pick-up day, a usage day, and a return day. Pick up a reserved museum pass at the Circulation Desk after 2:00 PM on the day prior to use. Return the pass to the Circulation Desk by 11:00 AM on the due date.**
Example: If they are checked out on Monday, they must be returned on Wednesday. If they are checked out on a Friday they must be returned on Sunday. (Please note that during June-September when the Library is closed on Sundays, museum passes checked out on Friday will be due on Monday).
5. There is a \$20.00 per day late fee that will be charged if the pass is not returned by the agreed upon date and time. **Passes are not renewable**
6. In the event of loss or mutilation of a Museum Pass, a fee will be charged for the full replacement cost of that Museum Pass.
7. The Bay Shore-Brightwaters Public Library does not assume responsibility for museum operational hours and/or closings, parking fees, etc. It is the responsibility of the patron to call the museum directly for current information before planning their trip.
8. **I have read and understand the above Museum Pass Program User Agreement and agree to borrow the Library's museum pass according to the terms and conditions listed above.**

Patron Signature

Patron Name Printed

Date

Please retain a copy of this agreement for your records.

STAFF USE ONLY

Patron Name: _____

Patron Barcode: _____

Date Borrowed _____

Date & Time Due _____

Date & Time Returned _____

Clerk Initials _____