

Burlington Public Library
22 Sears Street
Burlington, MA 01803

Museum Pass Policy

The Burlington Public Library offers a variety of museum passes for borrowers sponsored by the Friends of the Burlington Public Library and other groups.

- ❖ Museum passes may be borrowed by anyone holding a library card in good standing. In order to pick up a reserved pass, the patron must present the library card used when placing the reservation.
- ❖ Museum passes may be reserved in person, online, or by phone. Reservations are limited to one museum per family, per day and two per family, per month. Museum passes may be reserved sixty days in advance. The library does not maintain waiting lists for museum passes. If you've provided the library with your email address, you'll receive a confirmation email and a reminder notice three days before your pass is due to be picked up.
- ❖ When available, museum passes may be picked up one day in advance of reservation. Passes not picked up by noon on the day of reservation (1:30 on Sundays), will be considered a no-show and released to the public.
- ❖ If passes have not been reserved by other patrons, same day walk-in reservations will be honored.
- ❖ If you decide not to use the pass please cancel with as much notice as possible. Cancellations may be made in person, online or by phone. Cancellations with less than 24 hours notice will be considered a no-show. With two no-shows in sixty days you will be restricted from reserving passes for the next sixty days.
- ❖ Non-coupon passes must be returned by 10:15 am (1:15 on Sundays). There is a \$2.00 per day fine for passes returned late. Lost passes will be charged a \$25 replacement fee.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as deemed necessary.

Approved 10-07-08