

## Museum Pass Policy

*Mission: The Amesbury Public Library, under the authority of its Board of Trustees, provides safe space for lifelong exploration and learning, public understanding, freedom of expression, and experiencing beauty and wonder through the best possible resources, facilities, and services for our community.*

*Vision: The Amesbury Public Library fosters connection in the community through learning, inclusivity, respect, responsible stewardship, kindness, and joy.*

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Museum passes offer patrons either free or discounted admission as set by the museum/institution. Without a reservation the Library cannot guarantee that a specific pass will be available on a specific day. All passes are available by reservation up to 21 days in advance on a first-come-first-serve basis.

Passes are available to anyone who holds a valid MVLC card with fines or fees not exceeding the MVLC threshold of \$20. The Library reserves the right to restrict a library cardholder's museum pass privileges due to repeated instances where passes are reserved and not used.

Passes may be booked and cancelled online, by phone, or in person at the circulation desk.

Most passes are now electronic (noted on our website as a Printable/Digital Coupon Pass) and will be received by email. If the patron does not have access to an email, library staff will assist to provide access.

For passes that must be picked up at the Library (noted online as either a Coupon Pass or a Circulating Pass), the following rules apply:

- To pick up a Coupon Pass or Circulating Pass, the library card or photo ID of the patron whose card number was used to make the reservation must be presented.
- Coupon Passes and Circulating Passes not picked up by noon on the day of use will be considered a no-show and made available to someone else. If you are not able to pick up a pass by noon on the day of use but will be in for it later, please call the circulation desk before noon.
- Coupon Passes (non-returnable) may be picked up as early as 3 days in advance or as late as noon on the day of use.
- Circulating Passes (returnable) may be picked up as early as the day before use or as late as noon on the day of use.
- Circulating Passes (returnable) must be returned by 10 AM the day after use. Passes may be returned in the book drop outside of the Library or inside the Library at the circulation desk. There is a \$25.00 fee for a lost or late pass.