

FRIENDS OF HUNTINGDON VALLEY LIBRARY
POLICY FOR MUSEUM PASSES

1. All **active** members of the Friends of the Huntingdon Valley Library are eligible to borrow museum passes.
2. **Active** Members are those who have paid the annual dues for the current membership year. **Membership is per household, unless otherwise noted.** The membership year coincides with the calendar year of January 1 to December 31. Renewal of membership is required in order to borrow a pass. For example, if on February 3, 2019 a 2018-member wishes to borrow a pass, they must renew membership for 2019 before the museum pass may be released to them. Membership envelopes are available in the Friends' drawer at the circulation desk and in the Friends' work area.
3. Members may borrow one (1) museum pass per membership at a time per library visit. **If there are multiple memberships associated with a single address, each membership is entitled to check out one (1) museum pass.**
4. Members may check out a museum pass for three (3) days. Renewal of the pass or extension of the borrowing period is not permitted. Passes must be returned to the circulation desk. **Passes returned in the drop box will be charged a \$5 fee.**
5. Members borrowing passes must use their valid Library card to check the passes out just as they would any other library item. Borrowers must also sign the usage log kept with each museum pass.
6. Members may borrow the pass to a given museum no more than three (3) times per year, For example, Mr. R. may borrow the pass to the Grounds for Sculpture Museum on three (3) separate occasions between January 1 and December 31 of each membership year.
7. Members may borrow all available passes without any limits other than those stipulated above. For example, Mr. R. may borrow all of the passes up to three (3) times each. Therefore, if the passes have nine (9) passes for member use, Mr. R. may enjoy 27 museum visits over the course of the year.
8. **Active Members** wishing to borrow museum passes are encouraged to call the library and inquire whether the pass they desire is available. If the pass is available, a library staff member may check out the pass to the member over the phone. The pass will be placed back in the Museum Pass book with the checkout receipt wrapped around it. The member will then have three (3) days to pick up the pass.
9. **The overdue fee for museum passes is \$5 per day.**