

POLICY ON MUSEUM PASS USAGE

1. Museum passes are available to all residents of Massachusetts. Museum Passes may be reserved in advance by Westford residents and by non-resident members of the Friends of the Library. Museum passes may be reserved and picked up by non-residents of Westford on the day of use.
2. Museum passes must be reserved and handled by an adult (18 years or older) family member. Patrons are responsible for keeping their library contact information up to date.
3. No more than two (2) museum passes may be used by a family at one time. The Library staff reserves the right to monitor usage to ensure fairness and access for the greatest number of patrons.
4. Patrons may reserve passes up to 60 days in advance.
5. Passes may be picked up the night before use, or the day of use.
6. All non-coupon passes must be returned to the Library *NO LATER THAN 7:00pm* of the day on which the pass is used. Should the library be closed, the pass may be dropped in the accompanying case into the front or rear book drops.
7. Any user who retains a pass two days beyond the due date (i.e. day of use), or loses a pass, will be charged via certified mail the replacement cost of that museum pass.
8. In the event that non-return of a pass necessitates the Library paying an entrance fee for the next user, that entry cost to the Museum will be assessed to the record of the negligent borrower.
9. Library Museum Passes are a service provided through the funding of the Friends of the J. V. Fletcher Library, Inc., Community and Civic Groups and the Board of Library Trustees.

Voted and approved 6/7/83; Revised and Voted 9/4/90; 10/5/93; 11/2/93; 5/3/1999; 4/5/04; 2/6/12; 5/7/2012; 8/12/2019; 12.6.21.