

## Museum Pass Policy Kent Free Library

*Approved: 5/18/2023* 

Kent Free Library collaborates with local institutions to provide opportunities for lifelong learning and recreation. As such, Kent Free Library cardholders may use their library card to access admittance to these local museums and attractions at no cost.

## **Borrowing Policies**

- Passes are available to borrow by adults, ages 18 years of age or older, with a current Kent Free Library card in good standing. Library cards from other libraries in the Portage Library Consortium are not accepted.
- Patrons may borrow one (1) pass at a time.
- The loan period is seven (7) days and there are no renewals.
- Due to the anticipated demand for passes, patrons are encouraged to return passes early.
- Patrons may place a hold for a museum pass using the library's catalog. The library cannot guarantee a pass will be available on a particular day and reservations for a specific date are not available.
- Pick up and return passes to the checkout desk or drive-thru window during regular library hours. Do NOT return passes using the book drop.
- An overdue fine of \$5.00 per day will apply to passes not returned by the due date.
- When a pass is three (3) days overdue, the library will block the patron's account and charge the account the replacement cost of the pass.
- If a pass is lost, stolen, or damaged, the patron will be responsible for all applicable replacement costs and any associated fines or fees.

## **Participating Institutions**

Kent Free Library will obtain passes annually for admission to a variety of local museums and attractions based on the library's available budget, the popularity of the museum pass program, availability of passes from local institutions, and continued patron demand. Whenever possible, the pass will be good for two (2) adults and a minimum of two (2) children.

## Limitations

Patrons should read museum pass details carefully. The number of people receiving free entry varies by institution as do other entry details. Patrons are encouraged to review the institution's website, or call the institution before visiting, for current information about hours of operation, parking, etc. There are limited number of passes available. Library staff are restricted from borrowing museum passes due to the limited number of passes available.

Approved by the Board of Trustees: May 18, 2023