Section 17

MUSEUM PASSES

The following policies apply to the reservations, circulation, and use of the Library's museum passes.

Reservations will be accepted in person, by telephone, or on-line. Reservations may be made up to thirty days in advance. Only one reservation per family may be made during school vacation weeks.

Returnable passes may be picked up no earlier than the day before they are to be used and **MUST** be picked up by 11:00 a.m. on the date reserved. Sunday returnable passes must be picked up by 1:00 p.m. on the Saturday before the reserved date. Non-returnable passes may be picked up a maximum of one week before the date of use (exceptions may be made, if circumstances warrant). Reservations for passes not picked up by specified pickup times will be considered canceled, and the museum passes will become available to the first person who requests them. Passes will be held beyond pickup time, if the person reserving the pass calls to say he/she will be delayed. The person picking up the pass must bring a valid Minuteman Library Network card with him/her and must be a Needham resident or taxpayer or be employed by a Needham business.

Returnable museum passes should be returned to the Library no later than 9:00 a.m. following the day of use. The passes may be placed in the book drop near the Rosemary Street parking lot entrance to the building. A fine of $5.00 per day (maximum of $25.00) will be charged for passes returned late. Lost passes will be assessed the maximum fine.

Revisions approved by the
Board of Trustees
November 9, 1993,
September 14, 1999
September 10, 2002
November 13, 2007
May 13, 2008
August 13, 2013