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MUSEUM PASS POLICY

1. To borrow a museum pass, a Library patron must have a valid Hampstead Public Library card and be a patron in good standing.
2. Once used, museum passes do not need to be returned to the Library.
3. Some passes must be picked up at the Library, no more than two business days in advance of the museum visit. Library staff, at their discretion may give out a pass earlier.
4. Pass reservations may be made up to two months in advance.
5. A Library patron may reserve and borrow a specific museum pass twice during a single month. This rule may be waived if the patron contacts the Library on the day they wish to visit, and the pass has not been reserved for that day.
6. A Library patron may only borrow 2 passes per day. This rule may be overridden at the discretion of Library staff.
7. Museum passes may be transferred to another day if available.

Approved per the Board of Trustees, May 21, 2002

Revised December 21, 2010

Revised May 16, 2017

Revised March 21, 2023

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