

Trenton Free Public Library

MUSEUM PASS POLICY

Museum Pass Policy

Eligible Trenton Free Public Library patrons age 18+ may check out 1 pass per household at a time. There is a limit of 1 pass per month and the pass may not be renewed.

Patron must be in good standing and their library card may not have any of the following:

- Overdue/Lost/Damaged Items
- Fines in excess of \$5.00
- Expired account
- Blocked status

Picking Up and Returning the Pass

Pick up and return of the pass must be done in person at the Reference Desk by the patron who placed a hold on the pass.

No Shows and Canceling Holds

If you place a hold on the museum pass and do not pick it up within 24 hours of notification it will be considered a “no show” and the pass will be issued to the next Library user. Since demand for the pass is high, two “no shows” in a 60-day period may result in a 2-month block on museum pass holds.

Late, Lost or Unreturned Pass

There will be a \$5.00 late fee each day the pass is overdue. Maximum overdue fine will be \$25.00 and if the pass is more than 5 days overdue it is considered lost. Patron is responsible for the full replacement cost if the pass is lost or damaged.

Replacement Costs:

- Old Barracks Museum – \$250
- The Newark Museum of Arts – \$100
- Museum of the American Revolution – \$200