



Glen Rock Public Library Museum Pass Policy & User Agreement

The Friends of the Glen Rock Public Library have generously donated several museum passes for use by Glen Rock residents.

Who may borrow passes?

Adult Glen Rock Residents may borrow passes with their own library card, as long as it is in good standing (currently valid, with no fines of \$10 or more). The same pass may be borrowed by the same household once every 60 days.

When & how to borrow passes:

Only one pass may be borrowed per family at a time. Only passes that have been reserved in advance will be held at the desk for a patron. All others are available on a first-come, first-served basis. Passes and reservations are only available during operating hours.

Adult Glen Rock Residents may borrow a pass at the Reference Desk by filling out a form and having the pass checked out on their card. For each day the pass is late, a fine of \$10 will be charged to the borrower's account. Passes are due back two days after borrowing, before the library closes. Passes will never be due back on Sundays or when the library is closed. Passes may be returned any time prior to the due date. Failure to return the museum pass will result in a fine of up to the total annual cost of the museum pass.

How do I reserve a pass?

You may reserve passes up to five (5) weeks in advance. Reservations may be made online (<https://bit.ly/2NIF2Zu>), over the phone by calling 201-670-3970 ext. 103, or in person at the Reference Desk during operating hours. If for any reason you will not be able to pick up your reservation during the scheduled date, you must call and inform a Reference Librarian. Patrons may pick up their pass at any time during the reservation period, but it will still be due back on the last day of the reservation period. Failure to cancel reservations and pick up passes on three(3) occasions will suspend a family's ability to place reservations for one (1) full year.

Returning passes:

Passes may not be returned in the book drop. Passes must be returned to Glen Rock Public Library during operating hours. For each day the pass is late, a fine of \$10 will be charged to your account. There are no renewals on museum passes.

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10.16.20

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Contact Information:

First & Last Name: _____

Address: _____ Glen Rock, NJ 07452

Library Card Number: 29110 _____ Phone Number: _____

Check which pass you are borrowing:

	Children’s Museum of Manhattan
	Guggenheim
	Intrepid
	Montclair Art Museum

	Morris Museum
	New-York Historical Society
	Storm King Art Center

If you borrow the pass on...	It is due back on...	Staff Notes
Sunday	Tuesday (<i>Hours: 10:00 AM - 4:30 PM</i>)	
Monday	Wednesday (<i>Hours: 10:00 AM - 4:30 PM</i>)	
Tuesday	Thursday (<i>Hours: 10:00 AM - 9:30 PM</i>)	
Wednesday	Friday (<i>Hours: 10:00 AM - 4:30 PM</i>)	
Thursday	Saturday, beginning 10/31/20 (<i>Hours: 10:00 AM-2:00 PM</i>)	
Friday	Monday (<i>Hours: 10:00 AM - 4:30 PM</i>)	
Saturday	Monday (<i>Hours: 10:00 AM - 4:30 PM</i>)	

I agree to return this museum pass in person to the Glen Rock Public Library on or before its due date in the same condition in which it was given to me. I understand all of the above rules.

Signature _____ Date Borrowed _____

Museum Pass is entirely funded by the Friends of the Glen Rock Public Library and private donors.

No tax dollars are used to pay for any part of this program.

Would you like to receive more information about the Friends of the Glen Rock Public Library, including upcoming additions to Museum Pass, future Friends events, and other correspondence?

Yes, please contact me via email at: _____

Thank you