

PLYMOUTH PUBLIC LIBRARY

Policy Title: Experience Pass Policy	Original Effective Date: 5/1/2023 Date of Last Revision: 4/1/2024
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The Plymouth Public Library offers transferable membership passes to educational institutions for our patrons. Each membership pass offers admittance and discounts to a non-profit educational institution for check-out at the Children’s Circulation Desk. In order to ensure fair use by all patrons the following guidelines apply:

1. The borrower must be at least 18 years of age and present their valid library card along with a photo ID at the time of check out. The borrower must be in good standing within the Monarch Library System.
2. Passes must be checked out and returned to a Children’s Circulation Desk staff member only at the Plymouth Public Library during normal operating hours.
3. Passes may not be placed in the book drop; any passes returned in the book drop will be assessed a \$10 fine.
4. A household may borrow only one pass at a time.
5. Passes circulate for three (3) days from the day of check-out unless otherwise noted and are not renewable. A \$10 late charge per day will be assessed if the pass is not returned within the check-out time.
6. Any pass that is not returned within seven (7) days will be considered lost or stolen and the full replacement cost of \$130 will be added to the patron’s record. If the item remains unpaid, the matter will be referred to the Plymouth Police Department per the library’s lost item policy.
7. Online holds and requests cannot be placed on the passes. Passes cannot be checked out at any library other than the Plymouth Public Library.
8. It is the borrower’s responsibility to call or visit the Institution’s website for information, hours of operation, parking, and/or driving directions.
9. The Institution reserves the right to determine the rules and regulations governing the use of its passes.
10. The Plymouth Public Library reserves the right to limit the use of passes for any individual, family, or household, in the case of abuse or misconduct as determined by the Library Director.
11. The borrower will observe proper code of conduct when onsite and in possession of the membership pass, as determined by the Institution and/or the Plymouth Public Library.
12. The patron will place on file at the Plymouth Public Library a signed copy of this policy and their signature will act as acknowledgement of understanding of and agreement to comply with the guidelines listed within it.

Borrower Name: \_\_\_\_\_

Borrower Barcode: \_\_\_\_\_

Phone number of Borrower: \_\_\_\_\_

Address of Borrower: \_\_\_\_\_

Email address of Borrower: \_\_\_\_\_

I have read the Plymouth Public Library Experience Pass Policy and agree to the terms of

usage.

Signature of borrower: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_