General Rules:
1) Museum passes are available to Island Trees School District residents only.
2) The Borrower must hold an Adult (18+ years of age) Island Trees Public Library Card and be in good standing. Neither expired library cards nor cards owing more than $5.00 in fines can be used to reserve a museum pass. It is the Borrower’s responsibility to renew expired library cards, which must be done in-person at the Circulation Desk.
3) Reservations can be made up to three (3) weeks’ in advance.
4) Only one pass may be reserved per day.
5) Each museum’s pass may be reserved ONCE in a one-month period.
6) The Island Trees Public Library has the right to limit the use of the passes for individual families as a result of misuse or abuse of passes.
7) It is the Borrower’s responsibility to call the museum directly for information, hours of operation, parking and/or directions. Passes do not always cover special events; Borrowers need to contact the museum directly to determine if there are any extra fees required to gain entrance to an event.

Rules for Print-On-Demand (POD) Passes:
1) Print-on-Demand (POD) passes may be reserved up to three (3) weeks’ in advance (21 days) and can be printed from home or at the library.
2) POD passes are only valid for the date of the visit printed on the confirmation page. The confirmation page must be clearly printed out and brought by the visitor to the museum to ensure entrance to the museum.

Pick Up/Return Passes:
Several museums/parks do not offer POD as an option for Borrowers. Therefore, the following museum passes must be picked up at the library in-person only:
- Cradle of Aviation
- Empire Pass
- Long Island Children’s Museum
- Museum of the Moving Image
- Planting Fields Arboretum and Coe Hall
- NY Transit Museum

Rules for Pick Up/Return Passes:
1) Borrowers must pick up pass on the reservation date.
2) Passes must be returned to the Circulation Desk one hour before closing on the due date.
3) Passes will be loaned for two (2) days only.
   Ex): Monday=Reservation date, Tuesday=Day 1, Wednesday=Day 2, Due Date.
4) Under no circumstances should passes be returned in the book drop.
5) Failure to return passes in a timely manner will result in a $10.00 per day per late fee, with a maximum fine of $50.00. In event of loss or mutilation of a pass, a fee of $50.00 will be charged for a replacement of the Museum Pass.
6) In the event that a pass is not returned on time, causing the Library to pay the entrance fee for the next user, that fee will be attached to the delinquent borrower’s record.

Revised by the Board of Trustees, May 26, 2015
Amended by the Board of Trustees, June 23, 2015
Revised by the Board of Trustees, September 26, 2019.