

Horicon Public Library

Educational Institution Pass Policy

The Horicon Public Library, with the support of the Friends of the Horicon Public Library, is pleased to offer Passes to a variety of educational institutions from the surrounding area to enhance the life of our patrons. Each institution offers various admittance and discounts. Please request a quick facts sheet outlining current offerings. In order to ensure fair use by all patrons the following guidelines apply:

- A borrower must be at least 18 years with a valid Horicon Public Library Consortium library card and in good standing.
- A pass must be checked out from and returned to the circulation desk staff member during normal operating hours. Passes may not be placed in the book drop. Passes returned to the book drop will be assessed a \$10.00 fee.
- A household may borrow only one pass at a time.
- No holds or reservations are allowed on the passes.
- Passes circulate for three (3) days and are not renewable.
- A Late Charge of \$10.00 per day.
- Any borrower who loses a pass will be charged the full replacement cost of the pass as listed in the database.
- Any pass that is not returned within 1 week of its due date will be considered stolen. The normal overdue policy will not apply, and the case will be forwarded to the Horicon Police Department.
- It is the borrower's responsibility to call the Institution directly for information, hours of operation, parking and/or directions.
- The Institution reserves the right to determine the rules and the regulations governing the use of its pass/es.
- The Horicon Public Library reserves the right to limit the use of passes for individuals or families in the case of abuse as determined by the director.
- The patron will place on file at the library a signed copy of the library's Educational Institution Pass Policy.

Patron Signature: _____

Date: _____ Staff Initials: _____

(Adopted 10/2014)
(Revised 5/2016)