



Museum Pass Policy

Approved by the Joint Board of Library Trustees 1/9/2020

Revised and updated 2/12/2026

Purpose

The Hamilton Wenham Public Library offers a Museum Pass Program in support of its mission to serve as a center of education, recreation, information, art, and culture. The program provides library patrons with free or discounted access to selected museums and cultural institutions, subject to availability. The Museum Pass Program is funded by the Friends of the Hamilton Wenham Public Library.

This policy establishes patron eligibility, borrowing limits, and responsibilities in order to ensure fair and equitable access to museum passes.

Policy

- Museum passes may be borrowed by Hamilton Wenham Public Library cardholders, including Merrimack Valley Library Consortium (MVLC) cardholders, whose accounts are in good standing.
- Passes are limited to one pass per patron per day and one pass per museum per week, regardless of format.
- Museum passes may be reserved online, by phone, or in person 21 days in advance.
- Non-returnable (paper or digital) passes may be picked-up up to seven (7) days in advance of the date of use. Returnable passes may be picked-up the day before or the day of use at the circulation desk.
- A valid library card or photo identification must be presented at the time of pickup.
- Returnable passes must be returned to the Library before opening on the day following use. Generally, Monday-Friday 9:30am and Saturday 10:00am.
- Passes returned after the due time may result in temporary suspension of museum pass borrowing privileges or assessment of a late fee, as determined by the Library.
- Lost or damaged passes will be charged the replacement cost of the pass, as determined by the Library.
- Museum passes are provided as a courtesy. The Library is not responsible for changes to museum hours, admission policies, or capacity limits imposed by participating museums.
- The Library Director reserves the right to limit or suspend museum pass borrowing privileges and to modify procedures as necessary to ensure equitable access and effective operation of the program.