**Juneau Public Library**

**Milwaukee County Zoo Pass Policy**

Revised April 10, 2019

The Juneau Public Library offers transferable membership passes to the Milwaukee County Zoo for use by our patrons. Each membership pass offers admittance and discounts to this non-profit educational institution for check-out at the Circulation Desk. In order to ensure fair use by all patrons the following guidelines apply:

1. A borrower must be at least 18 years of age with a valid library card, in good standing within the Monarch Library System Consortium, and a valid Driver’s License or state ID.

2. Passes must be checked out and returned to a Circulation Desk staff member only at the Juneau 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 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 not returned within seven (7) days will have an assessment fee of $130 added to the patron’s record. If this fee remains unpaid, the matter will be referred to the Juneau Police Department.

7. Online holds and requests cannot be placed on the passes. Passes cannot be checked out at any library other than the Juneau 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 Juneau 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 Juneau Public Library.

12. The patron will place on file at the Juneau Public Library a signed copy of this policy and their signature will act as acknowledgement of understanding of the policy and agreement to comply with the guidelines listed within it.

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Patron’s Signature (account it’s checked out to) Date Checked Out Staff Initials

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Patron’s Signature (who returned the pass) Date Returned Staff Initials