

Elkhart Lake Public Library – Educational Institution Pass Policy

The Elkhart Lake Public Library pleased to offer passes to educational institutions from the surrounding area to help meet the educational, recreational and informational needs of our patrons. In order to ensure fair use by all of our patrons the following guidelines apply:

- Borrower must be at least 18 years of age with a valid Monarch Library System library card in good standing.
- Passes must be checked out from and returned to the circulation desk staff member at Elkhart Lake Public Library during normal operating hours. Passes may not be placed in the book drop. If you return a pass in the book drop, you will be assessed a \$10 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 to seven (7) days depending on institution. They are not renewable.
- A \$10 fee will be assessed for each day the pass is late.
- Any borrow who loses a pass will be charged the full replacement cost of the pass as listed in the database.
- Any pass 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 Elkhart Lake Police Department.
- The Elkhart Lake 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 hereby releases, absolves, and agrees to hold harmless the organizers, supervisors, city employees and participants from any claims arising out of injury to them or other guests admitted with this pass.

Patron Name: _____ Barcode No. _____

Phone: _____ Address: _____

Patron Signature: _____ Date: _____