



SAMPLE LIBRARY POLICY

“Check Out the Pass”

**This summer you can borrow a free pass to Vermont State Parks!
Just ask at the _____ Public Library.**

**The Parks Pass admits one vehicle holding up to eight people FREE
to any Vermont State Park for one day.**

Here are the guidelines for borrowing the pass from our library:

- The Parks Pass at _____ Library is available only for local residents of the Town of _____.
- **Three (3) day check out.** This pass will be due back to the library by closing time 3 days from the date you check it out.
[Libraries will need to set a loan period. The pass will be in demand, so you may want to limit circulation to a short period. Only 24 hours? Or for seven days? It's up to you!]
- **No renewals** are permitted for the Parks Pass.
- **You may reserve the Parks Pass.** Call ____ *(library phone number)* ____ to be put on the waiting list. The library cannot reserve the pass for specific dates.
[Again, this is up to you!]
- **You will have 3 days from the time and date the library calls you for pass pick-up.** After three days the pass will be made available for the next person in line.
[Or 24 hours? Or ____?]
- **Fees for the late return of the Parks Pass to _____ Library:**
One day late: \$20.00
Each subsequent late day: \$5.00
[This is what Burnham Library decided for the ECHO pass, to ensure that passes would be returned on time. Again ... it's up to you!]
- **Fee for lost pass: \$80.00**
[You may not want to charge any fee. Or maybe you'll charge a lesser amount. It's your choice!]

For more information about Vermont State Parks: <http://www.vtstateparks.com/>

103 South Main Street
Waterbury, Vermont 05671-0601
802-241-3655