

Your library logo here

***SAMPLE LIBRARY PROCEDURES***

***Customize it for your library!***

**Check it Out! The \_\_\_\_\_\_\_ Library has free passes available for loan:**

**Vermont State Park Pass**

Admits one vehicle holding up to eight people FREE to any Vermont State Park for one day.

**Vermont Historic Sites Pass**

Admits one family or group up to eight persons FREE for one day*.*

**Here are guidelines for borrowing one or both of the passes:**

* Each Pass is available only for local residents of the Town of \_\_\_\_\_\_\_\_\_. *[or whatever you decide.]*
* **Three (3) day check out**. The 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 passes will be in demand, so you may want to limit circulation to a shorter period. Only 24 hours? Or for seven days? It’s up to you!]*
* **No renewals** are permitted for the Passes.
* **You may reserve one or both of these passes.** 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 \_\_\_? Again.. your decision!]*

* **Fees for the late return of the Pass:**

One day late: $\_\_\_\_\_\_

Each subsequent late day: $\_\_\_\_\_\_ *[How much to charge? Again … it’s up to you!]*

* **Fee for lost pass: $\_\_\_\_\_\_\_\_** *[You may not want to charge any fee. Or maybe you’ll charge a lesser amount?]*

***Explore Vermont State Parks:*** [vtstateparks.com/publications.html](https://vtstateparks.com/publications.html)

***Explore Vermont Historic Sites:*** [historicsites.vermont.gov/](https://historicsites.vermont.gov/)