

## ADULT EVENTS DEPARTMENT ATTENDANCE POLICY

Many of the programs offered through the Cape May County Library require registration prior to the start of the program. Programs that require registration can be found on the library's paper and online calendar (<https://events.cmclibrary.org/events?v=grid>), in press releases and on promotional posters throughout our 8 Cape May County library branches.

### To ensure fairness:

- Patrons must sign in at each class to confirm their attendance.
- Patrons *who fail to appear for three (3) programs/classes/events* will not be eligible for first time registration for a period of three (3) months. These patrons *will automatically* be placed on the waiting list.
- If an opening *is* available, the patron will be notified that there has been an opening. Past absences expire from a patron's record *six (6) months after* the date of the original program.
- Any programs/classes with *two (2) or more consecutive dates* require patrons to attend the very first class in the series. If they are absent for the first class, *they will be replaced with the next participant on the wait list.*

### If a patron cannot attend a program/class/event:

- It is the patron's responsibility to cancel their registration using the link found in their confirmation email (<http://cmclibrary.libnet.info/myevents>) OR alert the AED department via telephone ((609) 463-6350 x700) **at least twenty-four (24) hours prior to the start of the program/class** to cancel their spot.
- If an unexpected emergency occurs, please call three (3) hours prior to the start time of the program/class/event to avoid an absent mark. A cancellation with less than three (3) hours' notice will result in an absence.
  - Two (2) emergency cancellations will equal 1 absence.

### Signing up for Adult Events:

- All patrons aged 18 or older and who have a library card in good standing (including *Visitor and Adult Guest cards*) are eligible to register for adult events.
- Patrons *must* use their own cards to sign up. If you need assistance with your card, please call the library at (609) 463-6350.