

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 be moved to the waiting list.
 - If an opening *is* available, the patron will be notified and will be permitted to attend. 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.*
- We will hold a registered seat for 15 minutes after the scheduled start of the program. If a registered patron is more than 15 minutes late, their seat will become forfeit and available to any walk-in or waiting patron

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

- It is the patron's responsibility to cancel their registration ***at least twenty-four (24) hours prior to the start of the program/class*** using the link found in their confirmation email (<http://cmclibrary.libnet.info/myevents>) OR by alerting the Adult Events Department via telephone (609-463-6350 x700).
- 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 who have a valid CMC library card (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.