

Museum Pass Policy

The Museum pass program is available to Adult Bergenfield cardholders (18 years+). All pass reservations are processed through the MuseumKey link which can be found on the library's website under the services tab. Patrons can access the page at home, call a Reference librarian or go to the Reference desk to reserve passes. Patrons are responsible for calling museums for hours of operation. Please note that each museum pass has its own admission rules. **A museum pass reservation represents a commitment by the patron to abide by the library's museum pass policy.**

Who may reserve museum passes?

Bergenfield residents with valid adult BPL cards (18 years+) may reserve passes. A valid card is one that has less than \$10 in fines and no lost or overdue items.

How do I reserve a museum pass?

Passes can be reserved on the library's website under the services tab, in person at the Reference desk, or by phone up to 60 days in advance. Patrons must have their library card available when reserving a pass.

How long do I have a museum pass?

Museum passes have a 3-day lending period including the day the pass is to be picked up and dropped off. (E.g., if a pass is reserved for Monday, you must pick it up that day. The due date will then be on Wednesday.) *Passes reserved for pick-up on Thursday & Friday in July-August will be due on Monday.*

How often may I reserve a museum pass?

You may reserve one pass per museum during a 30-day period. In addition, only one pass per household may be checked out at a time.

When may I pick up a reserved pass?

Passes must be picked up at the Reference desk for the date in which you reserved the pass. Failure to pick-up a pass on its reserved date will result in a cancellation. (E.g., if you requested a pass for Monday, the pass must be picked up that Monday.) **In the event of an unexpected library closure, patrons may pick-up their pass the following day. Please note: in this instance, due dates will not be extended.**

What do I need to bring when I pick up a museum pass?

Patrons who submitted the request must show Reference staff a valid photo ID as well as the library card connected to the request. The ID must match the name on the library card. Failure to do so will result in a cancelled reservation.

When & where do I return museum passes?

Passes must be returned on the due date at the Reference desk no later than 1 hour before closing. Passes may NOT be returned in the book or audio drops. If a pass is returned in one of the drops, a \$10 fine will be charged to your account.

Late or lost passes?

If passes are not returned on time, the fine per day is \$10. After 10 days, passes will be assumed lost and will be assessed at the replacement rate determined by each individual museum. If a patron returns a pass late on more than 3 occasions in a calendar year, they will be ineligible to borrow future passes.

Chart of Museum Pass Reservation Days

Passes returned late will accrue a \$10 fine per day.

Pick-Up Day	Return Day
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday*	Saturday
Friday*	Sunday

**Passes reserved for a Thursday and Friday pick-up in July-August will be due on Monday.*

Chart of Replacement Cost

After 10 days, passes will be assumed lost and will be assessed at the replacement rate determined by each museum.

Museum	Replacement Cost
Aviation Hall of Fame & Museum of NJ	\$100
Brooklyn Botanic Garden	\$62.50
Children's Museum of Manhattan	\$162.50
Intrepid Sea, Air & Space Museum Complex	\$475
Montclair Art Museum	\$82.50
Morris Museum	\$50
Museum of Early Trades & Crafts	\$37.50
Newark Museum	\$40
NY Transit Museum	\$75
Yogi Berra Museum + Learning Center	\$50