

## 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 7-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.) This ensures you are able to book a timed entry with the museum.

### ***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 the library card connected to the request. Failure to do so will result in a cancelled reservation. Once you have checked the pass out, you will have to call, email or book a timed entry slot with the museum directly. Staff will provide you with the information.

### ***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 where they will be quarantined for 72 hours. 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. No fines will be accrued while passes are in quarantine. 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 Replacement Cost**

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

| <b>Museum</b>                            | <b>Replacement Cost</b> |
|--|-------------------------|
| 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                    |