

## 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 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 online using the MuseumKey link on the library's website, 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 5-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 Friday.)

### 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. (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 will be allowed to pick-up their pass the following day and will not be penalized.\**

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

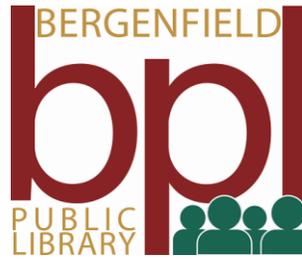
Patrons who submitted the request must show Reference staff a valid photo ID as well as the library card connected to the request. Failure to do so will result in a canceled reservation.

### 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. Failure to do so will result in a \$10 fine per day. 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 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
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
NJ State Park Pass	\$50
NY Transit Museum	\$75
Storm King Arts Center	\$60
Yogi Berra Museum + Learning Center	\$50

Approved by the Bergenfield Library Board of Trustees on March 11, 2021