

# Berkeley Heights Public Library

## Museum Pass Program Policy

### Program Overview

The Museum Pass Program enables Berkeley Heights Public Library patrons to borrow passes to a variety of regional museums and cultural institutions. Passes are available to Berkeley Heights resident cardholders age 18+ who are in good standing.

### Reservations

Museum passes are reserved on a first-come, first-served basis. Cardholders may reserve a pass [online](#), in person at the library's circulation desk or by calling the library at 908-608-8603. Passes may be reserved up to 30 days in advance. Two passes may be borrowed per family at one time. If plans change and the pass can't be used in the time frame reserved, the patron should cancel the reservation by contacting the library. If the reservation is not cancelled and the pass is not picked up, it will be considered a no-show and will be noted in the patron account. Two no-shows in an 8-week period will result in an 8-week block on museum pass reservations for that patron.

### Checking Out Passes

There is no charge to borrow a museum pass. Most institutions provide physical printed passes to the library. Museum passes must be picked up at the library's circulation desk with the library card that was used to reserve the pass. Museum passes are checked out for 3 days. Passes are not renewable. If a digital pass is available, download information will be sent via email.

### Using Passes

Some institutions require timed entry tickets in addition to the museum pass. In addition, some institutions may require the pass holder to show their library card. **Patrons are responsible for contacting the museum for specific requirements and to verify museum hours. Patrons are also responsible for any fees or charges not included with the pass (i.e., parking, special exhibit admission fees, etc.)**

### Returning Passes

Passes must be returned to the library's circulation desk prior to closing on the due date. Passes may not be returned in the book drop. Digital passes need not be returned.

### Assessment of Fines

Museum passes that are returned late will incur fines of \$10/day with a maximum fine of \$200.

Passes returned in the book drop will incur a \$5 fine.

Damaged passes and lost passes (passes not returned within 21 days of due date) will be billed at full replacement value as determined by the museum.