

Berkeley Heights Public Library

Museum Pass Program Policy

Program Overview

The Berkeley Heights Public Library is pleased to offer museum passes to BHPL cardholders in good standing. Passes are available to residents of Berkeley Heights only. MAIN, MUF and MURAL patrons are not eligible to check out museum passes.

BHPL patrons ages 18 and older who are in good standing may check out museum passes. A household may only have one museum pass checked out at a time. The museum pass must be picked up at the library's circulation desk by the patron whose library card was used to reserve the pass.

Reservations

Museum passes are reserved on a first-come, first-served basis. Cardholders may reserve a pass on our website or in person at the library's circulation desk. Passes may be reserved up to 30 days in advance. One pass may be borrowed per household at one time.

If plans change and the pass can't be used in the time frame reserved, the patron must cancel the reservation on our website or by contacting the library and speaking with a staff member.

If the reservation is not cancelled and the pass is not picked up, it will be considered a no-show and will be noted on the patron's account. After two no shows, the account will be barred from reserving museum passes for 90 days from the date of the last no show.

There is no charge to borrow a museum pass. Museum passes are checked out for 3 days. Passes are not renewable. Most museums provide physical printed passes to the library that must be returned to the library within the 3 day check out period.

Using Passes

Please note that each museum has its own policies regarding admission and that BHPL has no control over a museum's operating hours or special circumstances that may result in unscheduled closures. Please verify that a museum will be open on the day you plan to visit. Some institutions require timed entry tickets in addition to the museum

pass and may require the museum pass holder to show their valid library card. In addition, patrons are responsible for any fees or charges not included with the pass which may include parking fees and 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. You do not need to return a digital pass.

Assessment of Fines

- Late passes will incur fines of \$10/day, with a maximum fine of \$200.
- A pass will be considered lost if it is not returned within 14 days of the due date.
- Lost and damaged passes will be billed at the full replacement rate as determined by the museum.
- Passes returned in the book drop will incur a \$5 fine.

Adopted 9/11/2023, revised 9/13/2023, revised 3/10/25
Berkeley Heights Public Library Board of Trustees