

## Museum Pass Program Policy

1. Library Museum Passes are available to Bay Shore School District residents at least 18 years of age with a valid Bay Shore-Brightwaters Public Library Card in good standing (no fines or family stops).
2. Museum passes are checked out at the Circulation Desk. Patrons must present their valid library card and sign the **Museum Pass Program User Agreement** each time a museum pass is checked out.
3. Passes must be reserved in advance and handled by an adult (18 years or older) family member. Only one Pass may be checked out to a patron at a given time. **A Bay Shore-Brightwaters Library Card MUST be presented with the Museum Pass to gain admittance into the museum.**
4. Reservations can be made up to two months in advance of the desired date either in person or by telephone at (631) 665-4350.
5. All passes may be borrowed for three days in total. This includes a pick-up day, a usage day, and a return day. Pick up a reserved museum pass at the Circulation Desk after 2:00 PM on the day prior to use. Return the pass to the Circulation Desk by 11:00 AM on the due date.  
**Example: If they are checked out on Monday, they must be returned on Wednesday. If they are checked out on a Friday they must be returned on Sunday. (Please note that during June-September when the Library is closed on Sundays, museum passes checked out on Friday will be due on Monday).**
6. In order to ensure that the Museum Pass can be given to the next patron in a timely manner, there is a \$20.00 per day late fee, so please return it promptly. **Museum Passes are not renewable.**
7. In the event of loss or mutilation of a Museum Pass, a fee will be charged for the full replacement cost of that particular Museum Pass.
8. **The Bay Shore-Brightwaters Public Library does not assume responsibility for museum operational hours and/or closings, parking fees, etc. It is the responsibility of the patron to call the museum directly for current information before planning their trip.**
9. The Library staff reserves the right to monitor usage to ensure fair access for the greatest number of patrons.

### Museum Pass Limits

- Maximum number of passes a cardholder can borrow for a single day: 1
- Maximum number of passes a cardholder can book for a calendar month: 4
- Maximum number of times a cardholder can borrow for a specific museum per month: 1
- Two “no shows” within a 60-day block of time will block users from making a future reservation.
- During school vacations or breaks, patron is limited to one single reservation, for one single museum pass. (Excluding July & August)