

Museum Pass Procedure for Circulation

July 7, 2011

The following procedures apply to all passes except for the Museum of Natural History (see end).

The passes may not be reserved. They are circulated on a first come/first serve basis.

Checking out a pass:

- The patron requests from the circulation staff the museum pass they wish to take out.
 - Each pass may circulate to the same family once per calendar month.
 - Check the non-public notes on the item record to make sure that the patron has not taken out this pass within the current month.
- The patron must show a current library card which meets all the requirements for item check out. (The patron may need the card for identification at the museum.)
 - If the patron has only a barcode on another library's card, they must be issued a Bernardsville Library card. There is no charge.
 - Scan the new number into the patron record, replacing the old one.
- The patron must read and sign the sign-out sheet before being given the pass.
- A refundable deposit of \$20.00 will be collected and stored with the sign-out sheet in the appropriate envelope at circulation.
- Before check-out, the staff will check the contents of the museum pass packet and verify that all the listed items are in the packet.
- The pass will be checked out for 4 days.
- The patron's name will be put into the non-public notes field on the item record for the museum pass with the date the pass was checked out and the initials of the person placing the note.

Returning the pass

- The pass must be returned to the circulation desk.
- The contents of the packet will be checked for all listed items including the museum pass.
- If all items are present and the pass is not overdue, the deposit of \$20.00 will be returned to the patron and the staff member will initial the sign-out form indicating everything has been returned.
- If any of the items are missing or the pass is late, the following charges apply:
 - Packet or contents excluding the pass - \$5.00
 - The museum pass - \$70.00.
 - Late fee of \$10.00 per day.
 - Fines will be applied against the \$20 deposit.
- Pass is checked in and returned to the holding area at circulation.

American Museum of Natural History (AMNH)

This museum offers a limited number of one-time vouchers for admission, so nothing needs to be checked out to the patron.

- Patrons may request TWO vouchers PER MONTH.
 - Check the non-public notes on the item record to make sure that the patron has not been given vouchers previously within the current month.
- The patron must show a current library card in order to be eligible for vouchers.
- Library staff should put an X through the text of the sign-out sheet, enter the name of the museum (on top) and the name and address of the patron receiving the vouchers, and leave the form for the Readers' Services Manager. The patron does not have to sign the sheet.

Note: Because of the limited number of vouchers, staff members are restricted to two vouchers per year for the AMNH.