

# MUSEUM PASS PROGRAM



100 Thompson Street • Port Jefferson, NY 11777

(631)473-0022 • Fax: (631)473-4765

[www.portjefflibrary.org](http://www.portjefflibrary.org)

# Frequently Asked Questions

## What is the program about?

The Library has acquired museum passes through a donation made by The Friends of the Port Jefferson Free Library. These passes will allow Port Jefferson Free Library cardholders to gain free entrance for themselves and a pre-determined number of guests to the museums listed below. Patrons must abide by the conditions that each of the museum locations has set forth.

- The Intrepid Sea, Air, and Space Museum
- Cold Spring Harbor Whaling Museum
- Old Westbury Gardens

## Who is eligible to borrow a pass?

Only Port Jefferson Free Library cardholders 18 years and older, whose accounts are in good standing may reserve and/or borrow museum passes.

## Are the passes available on a walk-in basis?

Due to high demand, availability may be limited. It is suggested the pass of your choosing be reserved well in advance of your planned museum visit. Call the Library at 473-0022 and ask for the Circulation Desk. Additionally, the borrower should reserve the pass to be picked up the day before their museum visit.

The eligible borrower's name, telephone number & library card number will be required at the time of reservation. If you must cancel your reservation, please inform the Library as soon as possible so the pass can be made available to other patrons.



### **How many days can I borrow the pass?**

Passes may be borrowed for 3 days, which includes the day it is picked up and the day it is due for return. For example, if your museum visit is for a Sunday, you would pick up the pass on Saturday, and it would be due for return on Monday 1 hour prior to the Library's closing time. If you wish to use the pass on a day the Library is closed, it must be reserved for pick up on the day prior to the Library's closed date and will be due the next day the Library is open. If the pass is not returned on time, an extended use fee of \$20 will apply for each day it is late.

### **How do I go about picking up my reserved pass?**

Passes may be picked up at the Circulation Desk, on the reserved date beginning at 1:00pm. Borrowers will be required to present their library card and sign a museum pass user agreement at the time the pass is checked out. The pass must be checked out to the cardholder/library card that the reservation was made under.

### **How many passes may I reserve/borrow at one time?**

A maximum of one pass per household/family may be borrowed at one time and individual passes may not be borrowed more than once per month.

### **When must the pass be returned?**

Passes must be returned to the Circulation Desk one hour prior to Library closing on the day it is due. Museum passes may not be returned in the book drops. If the pass is not returned on time, an extended use fee of \$20 will apply for each day it is late.

### **What if I lose or damage the pass?**

As stated in the user agreement contract at checkout, borrowers will be responsible to pay the full replacement cost of any pass that is lost or damaged during their loan period. The borrower will also be responsible for any fees/charges the Library incurs as a result of non-return of a museum pass, which includes but is not limited to entry fees for the next borrower.

# Participating Museums

## The Intrepid Sea, Air and Space Museum

Pier 86, W 46th St and 12th Ave

New York, NY

10036-4103

(212) 245-0072

[www.intrepidmuseum.org](http://www.intrepidmuseum.org)



## Cold Spring Harbor Whaling Museum

Main Street

PO Box 25

Cold Spring Harbor, NY

11724

(631) 367-3418

[www.cshwhalingmuseum.org](http://www.cshwhalingmuseum.org)



## Old Westbury Gardens

71 Old Westbury Road

Old Westbury, NY 11568

(516) 333-0048

[www.oldwestburygardens.org](http://www.oldwestburygardens.org)

