

HOW TO RESERVE A MUSEUM PASS ONLINE



1. Go to the Jericho Public Library website at www.jericholibrary.org/museumpass.htm or if reserving a Museum Pass in the library, click on the Museum Pass icon on any OPAC.
2. Click on the picture at the bottom of the screen indicating you accept the Jericho Public Library Museum Pass Policy.
3. Select a date that you would like to reserve your pass by clicking on the calendar in the upper right hand corner of the screen. Passes can be reserved 60 days in advance (only dates that are in red on the calendar are available to reserve).
4. **Reminder:** You cannot reserve a pass for the same museum within a 60 day time period.
5. If a pass for the museum of your choice is available, click on the button

Request Pass

6. Enter your Jericho Public Library Card number and click Submit.
7. Once your library account has been successfully checked, click Continue (you will not be able to proceed if you have fines on your library card).
8. Please fill in all required fields and **CONTINUE** to the next page
9. Verify all information on this screen
 - Museum
 - Dates you wish to reserve your pass
 - Your name and telephone number
 - Email address (if you would like to have a reminder emailed to you, if you do not want an email reminder, uncheck the box next to Confirmation)
10. If everything is correct, click **SUBMIT REQUEST**.
11. **Your Pass Registration is Complete.** Print this confirmation page (using your browser) and bring it with you to the Circulation Desk to check out your Museum Pass.

You can always check and edit your reservations by clicking on My Passes in the upper right hand corner (located underneath the calendar).

If you need help, contact the Reference Desk.

Jericho Public Library One Merry Lane Jericho, NY 11753

(516) 935-6790 www.jericholibrary.org

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