

West Islip Public Library: Museum Pass Program

How to book a Museum Pass

- 1) Visit our homepage at www.westisliplibrary.org → click on the **Museum Passes** icon/link
- 2) Read the Museum Pass Program rules & restrictions → click on the **Accept link** if you agree to abide by the rules & would like to proceed
- 3) Find the date that you would like to reserve a pass for. Click on the drop-down lists to limit the selection that will display on the screen.



A screenshot of a web interface showing three dropdown menus. The first dropdown is labeled 'All Passes', the second is 'All Days & All Passes', and the third is 'Next 14 Days'. Each dropdown has a small downward-pointing arrow on its right side.

If the date that you would like is more than 30 days in the future, you can select it using the calendar that is on the top of the screen.* Click to select the month from the drop-down list that is at the top of the calendar & then click on a date to bring up the list for that month.



*Please note: The library does not accept reservations that are more than 60 days from the current date.

- 4) When you find a date, click on the **Request Pass** button that is to the left of the Pass that you would like.



If the pass is unavailable for that day the Request Pass button will be replaced with text that says “Reserved” or “Pass Reserved” and another date will need to be chosen.

- 5) Type in your **library card barcode number** → click on the **Submit** button
- 6) If your card is current & you’re in good standing with the library, you will see the “Library card verified” screen. Click on the **Continue** button.

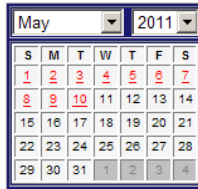
If you do not see the Continue button, please visit the Children’s Department for assistance with clearing up the issue (i.e. to renew your card, pay outstanding fines, etc).

- 7) Verify that the information is correct → click on the **Continue (User has been authenticated)** button
 - **Confirmation:** If you would like an email confirmation of your reservation, type in your email address (if needed) and then click to select the “Confirmation” box.
 - **Email Reminder:** Click on the drop-down list to set how early you would like to receive your reminder, if at all.
- 8) Review your request & then click on:
 - **Submit this Request:** Click on this if the information is correct. It will complete your reservation & bring you to a printable confirmation page.
 - **Backup & Fix Patron Info:** Click on this to go back to Step #5 to make any changes.
 - **Cancel this Reservation:** This will cancel the entire reservation process & you will return to the main Pass List page.
- 9) Print out the “Your reservation is complete” confirmation page so that you can bring it with you to the Library & then click on the **Return to Pass List** button to return to the main screen

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How to view and/or cancel a Museum Pass reservation

- 1) Visit our homepage at www.westisliplibrary.org → click on the **Museum Passes** icon/link
- 2) Read the Museum Pass Program rules & restrictions → click on the **Accept link** if you agree to abide by the rules & would like to proceed
- 3) Click on the **My Passes** link that is below the calendar



[\[My Passes \]](#)

- 4) Type in your **library card barcode number** → click on the **Submit** button
- 5) You will be brought to the “Library card verified” screen. Click on the **Continue button**.
- 6) You will be brought to the “Museum Pass Reservation List” screen where you can view all of your current reservations.

To cancel a reservation, click on the **Cancel this Reservation** button that is to the right of it → click on **OK** to accept the cancellation → click on **Close this Window** when you are finished

[Museum Passes](#)

ID = Your name here

Close this Window

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|------------------------------|--------------------------------------------------|----------|------------------------------------------------------------------------|
| Monday April 11, 2011 | | | |
| Last name, First name | <u>The Long Island Museum</u> | 1 Passes | [Pass Details] Cancel this Reservation |
| Tuesday May 10, 2011 | | | |
| Last name, First name | <u>Intrepid Sea, Air and Space Museum</u> | 1 Passes | [Pass Details] Cancel this Reservation |