



## How to use TixKeeper/reserve Museum Passes

1. Have your Durham Public Library card ready
2. Open an internet web browser on a computer
3. Connect to [www.durhampubliclibrary.org](http://www.durhampubliclibrary.org)
4. Scroll down to 'Reserve a Museum Pass' and click
5. Select the Pass you are looking for, or select 'All Passes' to view all available passes
6. Decide what day you are interested in going and select this on the calendar
7. Scroll down to the Pass you would like to reserve for the date you have chosen
8. Click the Museum to open the Pass information and click 'Request'
9. Read over the information for the Pass and **fill in the following minimum information**
  - a. **Name, Phone number, and your Library Card Number**
10. Click **continue** after entering the information
11. **Review and Confirm** the Museum Pass Request information
12. Click **Submit**