

West Bend Community Memorial Library

Terms of West Bend Library Class/Group Visits:

Teachers of schools within the West Bend Community Memorial Library service area are invited to arrange visits or field trips to the library, according to the following procedure:

School personnel should visit or call the library no less than one week prior to the desired date of visit. (Two or three week notice is preferred.)

Date and time visit is requested:

Teacher Name, School Name, Phone Number, E-Mail:

Student age level:

Number of students:

Purpose of visit:

Special requests:

Completion of the Library Visit Request Form is not assurance that the date and time of visit is confirmed. The request will be referred to someone on the library staff, who will contact the teacher to make final arrangements.

Every effort will be made to accommodate all reasonable requests for class visits to the library. Visits will be booked only during regular open hours. The purpose, content and length of the visit must be appropriate to the age group. The staffing level and/or previously scheduled programs or meetings at the library may prohibit a class visit as requested. No class or school visit should interfere with the every day functions of the West Bend Community Memorial Library, which serves a large and diversified clientele.

Phone: 262-335-5151

Fax: 262-335-5150

Mail: 630 Poplar St, West Bend, WI 53095