

West Bend Community Memorial Library

Terms of West Bend Library School Circulation Service:

Materials are intended for student or classroom use.

A teacher may have no more than 25 items checked out at a time on School Circulation. The 25 items may include four-week materials and a separate group of two-week materials.

Materials which may be checked out:

- Books - four week circulation – no renewal
- Periodicals - two week circulation - no renewal
- Musical Audiocassettes - two week circulation - no renewal
- Compact discs - two-week circulation - no renewal
- CD-ROM's – one week circulation – no renewal
- Videos – four day and fourteen day – no renewal
- Separate arrangements may be made for some videos

Limitations may be imposed in subject areas or during holidays.

All materials checked out at one time must be returned to the circulation desk together. The teacher should remain in the library until the materials have been checked in. This allows the library staff to alert teachers to overdue fines or to items not returned and their titles.

Charges for overdue and lost or damaged materials will be imposed at the time of return and at the same rate as they are charged to individuals. Outstanding materials or excessive fines of one or more teachers will jeopardize school circulation privileges for the entire school.