

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.
- Materials which may be checked out:

Books – four week circulation – no renewal
Periodicals – two week circulation – no renewal
Audiobooks – four week circulation – no renewal
Compact discs – two week circulation – no renewal
CD-ROM's – two week circulation – no renewal
Videos & DVDs – one week and fourteen day circulation – no renewal
Study Guides – two week circulation – no renewal

**Limitations may be imposed in subject areas or during holidays.
We ask for consideration of others by not checking out
all the books on a particular topic.**

- Searching for materials on the catalog can be done online at our website www.west-bendlibrary.org. Materials can be placed on hold from one of the 53 libraries in our consortium. Each library has its own due dates and fines. Teachers will be held to those policies. For information regarding teacher library card barcodes and pins or instruction on placing holds, please contact Kristin Pekoll at kpekoll@west-bendlibrary.org or 335-5151 x5235
- 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.
- There is a limit of **THREE** items that can be pulled from the shelf to be held when calling the library directly. Exact titles and authors are necessary for this service and it is subject to individual librarian availability. We are always happy to offer assistance and instruction on looking up materials in the catalog and locating them on the shelf.

Please contact me regarding any of the above services, or if you have any questions. We'd also love to be notified of any relevant staff changes to keep our records up to date.

Information about our teacher resources can be found at <http://www.west-bendlibrary.org/teach.htm>.