

Collection and Equipment Policies

Loan Periods

West Bend Community Memorial Library owns over 210,000 items, including nearly 186,000 books.

If there are no reserves, we allow two renewals for most 7, 14 and 28 day loans.

- Books – 28 day loan period
- Audiobooks on Cassette or CD – 28 day loan period
- New Adult Fiction – 14 day loan period
- Kits – 14 day loan period
- Magazines – 14 day loan period
- Music CDs – 14 day loan period
- CD-ROMs – 14 day loan period
- Entertainment DVDs/Videos – 7 day loan period
- How-to, Travel or Non-Fiction DVDs/Videos – 14 day loan period
- Puzzles – 14 day loan period

The West Bend Library subscribes to nearly 313 magazines and newspapers. The most recent issue may not be checked out. For most magazine titles, there is a 3 year back file of issues, readily available in the periodical browsing area on the first floor. For newspapers, there is generally a 6 month back file of paper issues. The back files of the West Bend Daily News are also available on microfilm.

Fines

25 cents a day per item is charged on overdue books, magazines, audiobooks, music CDs, and puzzles
\$1.00 a day per item is charged on videos, DVDs, CD-ROMS and kits.

All circulating materials at all trio member libraries (including West Bend, Germantown, Hartford, Kewaskum, and Slinger) are available to all trio library cardholders. Van service each day provides pickup at the library chosen by the requesting patron.

Equipment

The West Bend Library owns 2 microfilm readers, 2 word processing computers, a Job Center Computer, a Genealogy Computer, 14 internet access computers, all with printing capabilities, a proctored examination computer, a public fax machine, and 2 public copy machines. In addition, electrical watt meters may be checked out for home use.

Fees for Equipment use

Printout Fees: 25 cents per page

Copy Machine Fees: 25 cents per page

Faxing Fees: \$1.75 for the first page, \$1.00 per page for additional pages

Updated and Approved by the West Bend Community Memorial Library Board, July 21, 2015