

West Bend Community Memorial Library

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 (holds), we allow up to two renewals for most 7, 14 and 28 day loans.

- Books – 28 day loan period
- Audiobooks on 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 – 7 day loan period
- TV Series, How-to, Travel, or Non-Fiction DVDs – 14 day loan period
- Cake Pans – 14 day loan period

The West Bend Community Memorial Library subscribes to over 260 magazines and newspapers in print. 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. Many 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, and music CDs

\$1.00 a day per item is charged on videos, DVDs, CD-ROMS, kits, and cake pans.

\$5.00 charge per cake pan returned unclean

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

Equipment

The West Bend Community Memorial Library owns 2 microfilm readers, a word processing computer, 2 Job Center Computers, a Genealogy Computer, an express internet computer, 12 internet access computers, all with printing capabilities, a public fax machine, and 2 public copy machines.

The West Bend Community Memorial Library is not responsible for any damages to property owned by patrons.

Fees for Equipment

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

Approved by the West Bend Library Board May 21, 2019

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