



Everything (almost!) you need to know about using the WBC library

1. When is the library open?

The library is open for self-checkout and item returns whenever the church is open. It is staffed every Sunday from 9:45 A.M. - 2:00 P.M., and Wednesday from 9:00 A.M. – 4:30 P.M.

2. Can I check out books even if I am not a member/regular attendee?

Yes! Our library is open to everyone. All you need is a library card or card number.

3. How can I get a library card?

Complete a blue library registration card (found in the card holders on our circulation desk) and leave it on the circulation desk or hand it to a library volunteer. We make library cards during the week and there may be a delay of a couple of weeks until the staff enters you into our system. When your card is ready, we will email you.

4. How do I check out my items?

Books may be checked out any time using our self-checkout stations. DVDs and audio books must be checked out on Wednesday or Sunday when the library is staffed.

5. How many items can I have out at once?

Each library card holder may keep 15 items at one time including up to 4 DVDs.

6. How long can I keep my items out?

Books and audio books may be kept for three weeks and DVDs may be kept for two weeks. Small groups Bible Studies and vacation items may be checked out for longer periods of time as needed.

7. How many times can I renew my books?

Books can be renewed for up to four three-week periods. DVDs may be renewed twice, and Small Group items may be renewed on a case-by-case basis. If one of your items is placed on hold by another patron, you will be blocked from renewing it.

8. How do I contact someone at the library?

The library email is: library@wheatonbible.org. The direct library phone number is: 630-876-6671 and you may leave a message. The library is only staffed on Wednesdays and Sundays so your message will not be returned immediately.

9. Can I access my account from home to reserve and/or renew items?

Yes! You can log into your library account by going to www.wheatonbible.org/library and clicking the online catalog link. The log-on box is in the upper right corner of the catalog screen. Your name is your eight digit library card number (00001234), and your password is your phone number. (6301234567) You can reserve and renew items from home and access your checkout history.

10. Where do I return my items?

Our book return is located just inside our library doors. Drop off your books and DVDs anytime.

11. I damaged or lost an item. What do I do?

Please let us know about your lost or damaged item. We will ask you for the cost to replace it. We can usually get the item cheaper than you can, so you will rarely pay the list price.

12. Do you take donations?

Unfortunately, no. We took them in the past, but we have no room for more items. Our additions are carefully selected and sometimes we must withdraw books just to make space for them.

13. Who takes donations?

We have a handout at the circulation desk entitled “*What do I do with my books?*” This will give you a list of several places that may take your books and other media.

God uses books to change lives. God’s book, the Bible comes first but our books will encourage, challenge, entertain, educate, and draw you closer to the Author who is writing your own story.

