

PCHS Media Center Student Checkout Procedures

Check Out Procedures

- Use your student ID if available
- Five (5) book limit
- Three (3) week loan period
- Must have book in hand to renew- may renew once
- Overdue book? No more checkouts until book is returned
- Fines of 5 cents a day for each overdue book
- Charged replacement cost for items lost or damaged
- May place books on hold
- Magazines and newspapers may not be checked out
- Reference materials may not be checked out