**K. STUDENT USE OF THE MEDIA CENTER**

Welcome to the PHS Media Center. We are open every day from 7:15 to 3:15. The latest fiction and nonfiction titles are available for a three week checkout period. Students are permitted to checkout three books at a time. Although late fees are not charged, it is expected that books are returned on the due date or are renewed. Lost or missing books are to be paid for and are subject to the school and district’s guidelines on fees. Nooks are also available for checkout after submitting the ‘Digital Equipment Loan Use Agreement’ available on the PHS Media web page.

Students requiring help using technology and information are welcome in the Media Center. Assistance in using databases, accessing information, conducting research, using Google docs, etc. is available during regular hours.

Please check the Media Center’s web page for links to the Media Center’s holdings, databases, articles, homework help, videos, etc. and updates on current programs and events.