



PSF LIBRARY SELF-SERVICE INSTRUCTIONS

Thank you for visiting our library! The library is used on the honor system. Please ALWAYS use check out slips and return items on time.

CHECK – OUT

- 1) Fill in check out slip. Include ALL information and write CLEARLY (see book/DVD spine for copy#)
- 2) Place completed slips in “completed checkout slips” box
- 3) Return items on time – if you have a problem, email the librarian
 - BOOKS – 3 Weeks
 - DVD/CDs – 7 Days

RETURNS

- 1) Place all returned items inside the wooden box marked “Book Drop.”

Questions and suggestions welcome and encouraged:
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