

## Used Book Collection Information

Listed below are the policies for the Used Book Collection during Final Exams. It is your responsibility to know the correct procedure for submitting books for collection. If you have any questions, see Mr. Oliver in Room 114.

- Books will be collected in the Small Gym only during the days of Final Exams
- The gym will open each morning at 7:20 AM and will close approximately 20 minutes after the final exam on each day
- All books must be submitted at this time to be eligible for sale in August.
- Only books listed on the PCHS booklist may be submitted for sale, excluding books that appear on the “Discontinued List”
- Bibles, workbooks, and paperback novels will not be accepted
- Books may be priced for up to 80% of the most recent purchase price
  - Purchase prices for books purchased new in August 2010 are on the book list (available on the PCHS website)
  - Purchase prices for books purchased used in August 2010 are written in marker on the inside cover of the book
- Book prices are subject to review and will be lowered if the book is damaged
- Each book must have a slip filled out for collection
  - Slips must be written completely and legibly
  - Incomplete and/or illegible slips will be not totaled, thus the seller will not receive money
  - Slips are available on the PCHS website
  - It is advisable to print the slips and fill them out at home to save time and eliminate careless mistakes
- Checks for the books sold in August will be issued the following December
- Members of the National Honor Society will be available to assist students with questions during the book collection
- Any additional questions should be directed to Mr. Oliver

## State Textbook Information

- Students are to return state textbooks to their teachers on Exam Days.
- Replacement Fees (**CASH** only), have been posted on our PCHS website & in state textbooks teacher’s classrooms. Consequences: not issuing transcripts, holding of a Diploma, not issuing a schedule for the forthcoming school year until a state text is returned or **CASH** fee is paid.
- Students must return the Book(s) issued to them, or will be required to pay a **replacement Cash fee on the day of collection**, for a different book returned.
- Any questions? Please see Ms. Olivetti in the Bookstore.