

**Clayton County Public Schools
Professional Learning Center
Library and Make It-Take It Center**

FAQs

Who can check out materials from the PLC Library?

Anyone who is a current CCPS employee is eligible to check out materials.

How can I see if you have a book in the PLC Library?

Because our catalog is web-based, you may conveniently access it from any Internet connection. Simply go to destiny.clayton.k12.ga.us. Choose Truett Cathy Professional LC under "Other Collections". Search the catalog.

How long may I keep materials?

Most items are checked out for 3 weeks at a time. If you need an item longer, you may bring it back and we will renew it to you.

How do I return my books when I'm done with them?

You can easily return your books any time the PLC building is open. Just drop them in the Book Return box.

How can I pay for my Make it-Take it supplies?

Due to CCPS policy, we can only accept cash payments. Please remember we have a very limited amount of cash on hand. We cannot accept bills larger than \$20 or make change for the vending machines.

How can I get a poster printed?

The best way to design your poster is in PowerPoint or Publisher. If using Publisher, create the document in the size you want. PowerPoint slides really transfer the most easily to poster-size. We will assist you with printing your posters.

How can I charge poster printing or other services to my school?

If you are charging the posters to your school, we will need an email from your school Principal stating your name and authorizing permission to charge the school before we can begin printing.

Can I bring my children to the PLC Library/MITI Center?

Sorry, but children are not allowed in the PLC Library/MITI Center.

Do you charge for printing/copies?

Yes, printing and copies are 10 cents/page for B&W. Color printing is 25 cents/page.