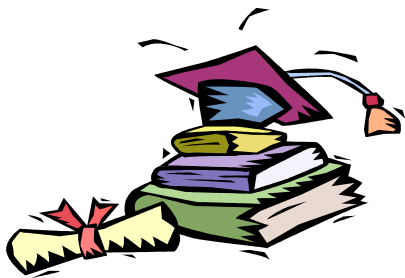


## **OCS LMC Mission Statement:**

Partnering with parents, teachers and community to ensure that students and staff are effective and ethical users of ideas and information, as well as lifelong learners and readers.

Read what you  
**LIKE!!**



## **Oglethorpe Charter School Library Media Center**

OCS LMC Facebook Page:



Debbie Lindblad, Media Specialist  
(Deborah.Lindblad@sccpss.com)

Marie Callahan, Media Clerk  
(Lovetta.Callahan@sccpss.com)



## ***Student Handbook***

***Oglethorpe Charter School  
Library Media Center***

7202 Central Avenue  
Savannah, Georgia 31406

Phone: 912-395-1408, Fax: 912-201-5838

One of eight exemplary charter schools in the nation.  
~ US Department of Education



## Oglethorpe Media Center

### Policies and Procedures

#### Policies

1. Loud talking, horseplay, etc. are **NOT** permitted. Food, drinks and chewing gum are **NOT** allowed in the Media Center. Students who do not cooperate will be sent back to class with an email to the teacher.
2. **A fine of \$.05 per school day per book** will be charged for overdue books. It is the responsibility of the student in whose name the book is checked out to pay any late, damaged or lost book fines. **DO NOT CHECK OUT BOOKS FOR OTHERS.** Students with overdue books or fines may not check out additional books and will not receive report cards until payment is made to the Media Center. Overdue notices will be sent out every two weeks as a reminder.
3. **DO NOT REMOVE DUST JACKETS, BARCODES OR BOOK POCKETS FROM BOOKS.** Students will pay \$1.00 for each damaged or missing cover, barcode or book pocket.



#### Procedures

1. The Media Center is open from **7:15 am to 3:15 pm**. IDs may be purchased from **7:15 to 7:35** in the MC. After 7:35, Students may get a Temporary ID from their first block teacher AND the cost of a temporary ID will be added to their Media Center account and treated like a fine. Students will not be able to check out a book in the library until the amount is paid. Students may purchase new IDs (\$5), Temporary IDs (\$.50), lanyards (\$1), ID cases (\$1) and new agendas(\$7) in the MC.
2. Students coming to the MC must have a signed pass in the calendar section of their agenda, **and** their ID. To use a computer, the pass must indicate permission from the teacher.
3. All books need to be checked out at the circulation desk. Students will scan their ID and book barcodes, and pick up a date due card from the **"OUT"** basket to place in the book pocket in the back of each book. To return books, remove the date due card and place it in the **"IN"** basket. Place the books in the Return slot on the circulation desk.
4. Students may check out **2 books** for a period of **2 weeks**. If you have a specific need for more than 2 books, you will need permission from the Media Specialist. You may renew your books if you need more time. Please return your books promptly so that others can use them.

#### Dewey Classification System

- 000 Generalities
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Natural Sciences & Mathematics
- 600 Technology (Applied Sciences)
- 700 The Arts
- 800 Literature & Rhetoric
- 900 Geography & History



*The Dewey Classification System, devised by Melvil Dewey in 1876, is a method of classifying and cataloging library materials by subject.*