Mane Media Library Learning Commons
Faculty Guide

Mission

The KMHS Library Media Program focuses on *supporting a culture of learning and student success*. Library staff concentrate on providing resources and instruction to strengthen multiple literacies, while advancing students' skills using information and communication technologies.

We support independent learners 24/7 with access to information, resources, and instructional guides on ManeMedia.info, featuring

- Effective methods for research and related documentation
- Use of technology to support collaboration and presentation
- Leisure reading and listening for enjoyment and personal growth
- Academic and fiction writing
- Test preparation for college and career
- Physical and digital makerspaces for producing creative products for class projects

Our vision is that all KM graduates are prepared to use information and communication technologies to support life-long learning, earning, and changemaking.

See the Mane Media Blog to learn about the many resources available to our community for learning and enjoyment.

Media Center Staff

Valerie Bryan, Media Specialist
Beth Matuszek, Media Parapro – mornings on MWF, afternoons on T/Th

Facility

The media center is located adjacent to the cafeteria and accessible from the cafeteria or through the double doors, beside the school store, off the front lobby. KMHS's media center has 39 computer workstations with access to the Internet, over 18,000 print volumes, videos, magazines, newspapers, two media tables set up for connecting personal tech devices to facilitate group collaboration, printers, and scanners.

Hours

7:45 am - 3:45 pm, school days

Research & Collaboration

Supporting academic research and accessing information resources for personal learning are primary goals of the KMHS library media program. Our media center provides a variety of print and online resources to meet the information needs of students and teachers; media center staff are here to guide you to appropriate resources for an assignment or personal interest. Our online resources and our catalog of print books are accessible for patrons to explore 24/7 by visiting ManeMedia.info. Some resources require passwords for off-campus use; the passwords are available on signs in our media center or accessible from ManeMedia.info's Library Info page using your Office 365 login.

Teachers are encouraged to collaborate with Dr. Bryan to select the resources that will best suit students' research needs. Faculty may schedule time to bring their classes to the media center

for lessons on information search strategies, evaluating information sources, citing sources, or using technology for collaboration or to enhance presentation skills.

Scheduling

To schedule a class for instruction or computer use in the media center, please check availability on the media center calendar under *Instruction* on *ManeMedia.info*, and then contact Valerie Bryan (ext. 027) or Elizabeth Matuszek (ext. 061) with your request. Please provide information regarding your desired **date**, **block** (1st or 2nd half), and the **purpose** of the visit – including the **area** you want to reserve and **primary activity**.

There is no substitute for you! We only schedule classes in the media center when the classroom teacher, who knows the students and the assignment, can be present. If you must be absent on a day that your class is scheduled to meet in the media center, please make alternate plans for students to work in your classroom with your substitute teacher. Check the calendar and contact media staff to reschedule your class time in the media center when you will be present.

Passes for Individual Student Visits to the Library During Class Time

Between 8:20am and 3:30pm, students entering the library without their teacher must each have an *individual pass*. Teachers may send up to 5 students at a time to the media center, each with their own pass and an assigned task. Students who do not have an appropriate pass must return to their scheduled location. Media staff will look for five items on a pass:

- Student's name
- Date
- Time
- Location – Media Center
- Teacher's signature

Circulation

Students may check out books and back issues of magazines for a three-week period and renew the checkout period as needed. Reference books may be checked out at the end of the school day for overnight use and must be returned before the start of the next school day. Students may not check out additional items until all overdue materials are cleared. Book returns are located in the cafeteria and to the left of the media center doors near the front of the school.

Equipment is checked only to faculty and staff, *to meet short-term needs*. Faculty may checkout books and videos for extended periods.

Student Fines (suspended or waived for school closures and remote learning days)

Fiction and non-fiction books returned after the due date incur a fine of $.10 per school day; fines for overdue reference books are $.20 per school day. Emails are sent each Monday to the enrolling head of household on record, with information regarding overdue books and fines on a student's account. Periodically throughout the semester homeroom, or 1st block teachers, receive printed overdue/fine notices for distribution to their students.

Media Center Copier
The media center has a network connected copier. Students pay $.10/sheet printed. To print directly from a computer to the copier select KMT_TOSCPY_MC from the print dialog box.

Storing Food and Drinks Safely While in the Library
To assist with maintaining our beautiful space for all to enjoy, students entering the library with food or a drink are asked to store the food to avoid potential spills, crumbs, and other related messes. Food or beverage items that are contained well enough to be secured in the student's personal bag or backpack may remain with the student, if properly stored. Food and beverages that cannot be stored in the student's bag may be left on the counter beside the printers on the circulation desk.

Videos
We have over 400 DVD and VHS videos in our collection. Use our Catalog Search with the *Material Type* set to *Video* and press Enter to view the complete list, or search for a specific title or topic to find what will work for your curriculum. Teachers know best what new videos will work with their curriculum standards, please submit requests for the purchase of videos on DVD using the Purchase Request for Library Resources form. You must obtain administrative approval before showing an "R" rated video to a class.

You also have access to online instructional videos from Discovery Education, many with teacher's guides and related activities; start with a search by subject or standards. Consult with media center staff if you would like assistance using this resource.

Purchasing of Media Center Resources
Media center staff purchase updated resources each year. We encourage patrons to submit requests for new books and resources. Find links to the request forms on the media center website at ManeMedia.info, the purchase request for resources form is linked under *More for Staff*. We are interested in discussing teacher's suggestions regarding supplementary resources that we may consider for purchase *to circulate* for general support of teaching and learning.

Library PASS and Educator Cards for Cobb County Public Library
Cobb County Public *Library PASS* provides an easy method for all Cobb County students to access the public library system's digital resources, using their student ID number and four-digit birthdate (MMDD). Teachers may apply for an Educator Card for access to digital CCPL resources and for extended check out periods on physical resources, see details under *Types of Library Cards*/*Cobb County Educators* on CCPL's Account Info page.

Laminating
For economical use of Instructional Funds, media center staff process laminating jobs in batches, which reduces waste. Please submit jobs for lamination at least 24 hours before you will need the job complete. Due to limited staffing, we cannot commit to trimming jobs for you; when time permits, staff may provide this service.

Makerspace and Supplies
Our makerspace has basic supplies to assist students and teachers with creating visual products. The following items are available for use in the media center:

- Bulletin board paper
- Die cuts
- Scissors
- Glue sticks
- Brother Scan *N* Cut

- Markers
- Colored pencils
- Tape
- Staples
- Coil or comb binding systems

Makerspace supplies are for in library use. Direct requests for classroom supplies to your division head. See ManeMedia.info for information about online technologies, software, and equipment for producing creative projects.

Equipment Available for Check Out
The following items are available to staff for *short-term* circulation:

- Breakout kits
- USB drive
- Laptop
- LCD projector
- Projection screen
- Digital or video cameras & tripods
- A/V cart
- Webcam

- Green screen
- Lights for enhanced video recording
- Pivo Auto-tracking Pod for smart phone or iPad video recordings
- Qball throwable microphone
- External CD/DVD drive
- Combination DVD/VCR

To obtain equipment required for ongoing use in your classroom, contact your division head.

Tech Help from the Media Center and Beyond
Students and staff are encouraged to visit www.ManeMedia.info/Technology for links to support for Microsoft apps, digital makerspaces, a Digital Learning Support Summary Guide, and more. A guide with additional tech support info for staff is available under www.ManeMedia.info/more#staff. The Tech 411 for KMHS summary sheet offers guidance on when to use the CCSD Help Desk Assistant, contact our Field Services Tech, Dave Wynn, or our Technology Training and Integration Specialist, Kristy Herlihy. Media Center staff assist students with password changes, connecting personal devices to Wi-Fi, and using a variety of tech applications. There is a kiosk to the left of the library magazine display, where students can enter information about performance issues with their CCSD issued laptop, which they must leave for service from Mr. Wynn.

ManeMedia.info – for Staff
The library website contains an extensive collection of useful resources for you and your students. Easy access is available via the *school website* under the *About* menu, or directly at our web address www.ManeMedia.info. Find key library resources and other relevant links for students and staff using the menus at the top or the site map at the bottom of each page. Please look through the site to get familiar with what may be useful to you and your students. Contact Valerie.Bryan@cobbk12.org, if you would like assistance creating direct links to select library resources for your class website. For convenient access to resources that you may use frequently, such as KM calendars, CTLS, the CCSD portal, and more, we recommend that you set a bookmark in your favorite browser to www.ManeMedia.info/more#staff.

Cobb County Board of Education – Policies for Acceptable Use of Technology

Please be aware of the administrative rules posted on the district website at www.cobbk12.org/page/6052/policies-administrative-rules.

See IFBG-R Technology Acceptable Use for rules regarding

- Copyright compliance
- E-mail
- Internet Use
- Web Site Publishing
- Prohibited Uses

After reviewing the administrative rules related to technology use, you may consult with media staff regarding questions or concerns.