

KMHS Library Media Center Faculty Guide to Resources and Services

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. Our mission is to provide opportunities for students to develop into lifelong learners who use ideas and information effectively and ethically.

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](#), communication 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

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 14,000 physical items for circulation, two media tables set up for connecting personal tech devices to facilitate group collaboration, printers, scanners, and a variety of makerspace resources for use in the library.

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 and enhancing presentations.

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 and Sign-in for Individual Student Visits to the Library During Class Time

Between 8:20am and 3:30pm, students entering the library without their teacher must sign-in on a kiosk and 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. When a student properly signs in or out on the kiosk an email is sent to their teacher. 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 magazines for a three-week period and renew the checkout period as needed. Students may not check out additional items until all overdue materials are cleared. Book return drops are 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

Books returned after the due date incur a fine of \$.10 per school day. Emails are sent each Tuesday to the enrolling head of household on record, with information regarding overdue books and fines on a student's account. Fines are waived for students who return an overdue book upon receipt of the first notice.

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 300 videos on DVD 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](#); the book request is under *Leisure Reading*. 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.

Poster Printing

Our poster printer is 24" wide. Start by [designing a poster in Canva](#) to support your curriculum, then email us the properly sized PDF. For a fee, students may arrange for [printing posters for a trifold board](#) using the instructions posted under ManeMedia.info > Magnet Research > Additional Support.

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 & cutting machines
 - VariQuest Cutout Maker
 - Brother Scan N Cut
- Glue sticks, tape & staples
- Scissors, paper trimmers & edgers
- Markers & colored pencils
- Coil, comb or thermal binding
- Laminating (8.5x11in \$.25/sheet)
- Photo printing (4x6in \$.25/sheet)

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
- Webcam
- Green screen
- Mobile Monitor – Café/Entry Display
- Newer ring light for video recording
- [Pivo Auto-tracking Pod](#) for smart phone or iPad video recordings
- [Qball throwable microphone](#)
- Portable PA systems w/speaker & mic
- 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 to locate links to support for CCSD resources, Microsoft apps, [digital makerspaces](#) 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, Delvin Simon, or our Technology Training and Integration Specialist, Jennifer Tillman. 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 enter information about issues with their CCSD issued laptop, if the device requires service from Mr. Simon. To maximize instructional time, please assist students experiencing laptop performance issues with [completing routine updates](#) and try a restart before requesting service from our Field Services Tech.

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 *Find It Fast*, 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.

ManeMedia.info