

TEACHER'S GUIDE TO THE KMS LIBRARY MEDIA CENTER

Welcome to the Kennett Middle School Library Media Center. This guide is designed to present an overview of the KMS LMC. We are here to serve the educational and informational needs of all KMS students, faculty, staff, and administration. We encourage you to visit the library and check out the materials and services available to your students. We strive to meet your instructional needs in any way we can, so please don't hesitate to ask for help.

Please take a moment to familiarize yourself with these Frequently Asked Questions. Thank you.

FAQs for Teachers

What is the mission of the Library Media Center (LMC)?

The mission of the Library Media Center Program of the Kennett #39 School District is to provide freedom of access to ideas and information that support teaching and learning activities. As an integral part of all curriculums, the Library Media Center Program facilitates collaboration among educators throughout the total school community. It serves as a bridge to access information outside the school, promotes an appreciation of literature, and teaches skills that enable students to become life-long learners.

Are students allowed to go the Library Media Center (LMC) before school? Yes.

Students may come to the library as long as they have a need. If they need to finish some homework, take a Reading Counts quiz, check out a library book, complete research on the Internet, or just sit quietly and read--then they may come in. We open at 7:30 a.m. each morning.

Are students allowed to go the Library Media Center (LMC) after school? Yes.

Students may come to the library as long as they have a need. When after school tutoring is in session, the library is open until 4:05. Depending upon whether or not I am involved in an enrichment activity, the LMC may be open until 5:00 p.m. But on other days the library closes at 3:10 p.m.

Can I send individual students to the Library Media Center (LMC) during class time?

A teacher can send up to three (3) students from his/her classroom to the library at a time. Each student needs to have a note that describes what they are to do in the library. For example: **Needs book.** If three (3) students are sent, each student should have their own note.

All students are encouraged to use the library before and after school and during free periods throughout the day.

What do students need to bring with them to the LMC? Each student needs to have a note that describes what they are to do in the library. For example: **New book**. If the student needs to take a RC quiz, he/she will need their KMS Student Handbook to record their quiz in the Reading Counts Reading Log. And they may need their username and password for a computer program. Their username and password should be written in their KMS Student Handbook.

Can I send an individual student to the Library Media Center (LMC) during class time if I am giving a quiz/test and they were absent the day before? Yes. Please send a note with them and explain what you want them to be working on while they are in the library and approximately how long you wish them to stay in the library. For example: **To the library to study for Geography test. Was absent yesterday. Stay until I send for them.**

Can I send a student to the Library Media Center (LMC) because they have finished their class work? Yes, if they want to get a book to check out, a magazine to check out, or read in a quiet environment. Please use your discretion. And remember to only send three (3) students at a time to the library. They may not come to do non-school things in the library: like play on the computer or just hang out. It is always helpful if you send a note with them and explain what you want them to be working on while they are in the LMC.

What are “school” things students can do on the computers in the Library Media Center (LMC)? Students can work on school assignments; print out vocabulary lists; work on Study Island; take Reading Counts quizzes; complete any Internet research; view their grades in PowerSchool; and search for a book in Destiny, the library online catalog. If you have created a class website with quizzes and assignments, students are allowed to view them and work on assignments. The possibilities are endless.

Can substitutes send students or take my class to the Library Media Center (LMC)? No, at this time, we prefer that substitutes not send students to the library. However, exceptions are made when you have made plans in advance. When your class is in the library, you need to be with them. Again exceptions are sometimes made when planned in advance.

Are students oriented to the Library Media Center (LMC)? All students go through a library orientation at the beginning of the school year to acquaint them to the resources available as well as an overview of library policies and an introduction to the school library web page. Teachers may schedule or request instruction in the use of educational media by scheduling a class time with Mrs. Kim Johnson, the Library Media Specialist. She encourages all teachers to request classroom instruction in the use of online research resources and tools for students when a project is assigned. Please complete the LMC Group Visit Form. *See the one attached to make more copies.*

How can I find out what books, magazines, videos, and DVDs our library has?

The fastest way is to open Destiny, our library online catalog. The web address is destiny.kennett.k12.mo.us. Be sure and click on Kennett Middle School to view our school's catalog. The online catalog shows all equipment/materials as well as the books we have. You can search for by Magazine MAG = Magazine; VT = Video Tape; DVD = DVD and click CALL NUMBER. You can always send suggestions for improvements to the library's collection to the Library Media Specialist.

Can I send a student to pick out a Video Tape or a DVD for me? Yes. Send the student along with a note that states what equipment is needed or the name of the video or DVD resource you need. Mrs. Johnson will find the resource and send it back to you with the student.

How can my class make use of library resources for an assignment? Much research has shown that students learn best when the classroom teacher and Library Media Specialist collaborate in advance to plan for a library assignment related to the class material being studied. A GROUP VISIT FORM is used to help in that planning. *See the one attached to make more copies.*

Can books be reserved for my classes to use only in the Library Media Center (LMC)? Yes. This allows all students to have access when there are a limited number of books. It is helpful if teachers let Mrs. Johnson know in advance if more than one student might request materials on a subject so we don't check out all the books to the first requester.

Can books be reserved for my classes to use in my classroom? Yes. The LMC has a lot of reference books available that need to be utilized by students. Reference books are allowed to be checked out by students overnight only.

How can I sign up my class to use the library and/or library computers? Much research has shown that students learn best when the classroom teacher and Library Media Specialist collaborate in advance to plan for a library assignment related to the class material being studied. A GROUP VISIT FORM is used to help in that planning. *See the one attached.*

Do students have a Library class? No. The KMS Library Media Center has a flexible schedule. Students visit the library every week through their Reading class, Social Studies class, CA class, or Science class. Sometimes students stay for a mini-lesson and other times stay long enough to get a new book, etc. However, some students may need to come to the library more than once a week. Please allow them to come when they ask, if possible.

What is the Library Circulation Policy for students and teachers? Students may check out books for a period of 2 weeks. Overdue fines are charged and overdue notices are sent out to students periodically. For teachers, there is no limit in how many library materials you can check out. Standard personnel check-out period is for one month. Equipment can be checked on a short-term basis or a long-term basis. Fines are not

charged to personnel for overdue library materials. However, personnel will be charged replacement costs for lost or damaged library materials and equipment.

Will my class always be the only one in the library? No. The library can accommodate more than one class and there are student library workers available who can work with students. Every attempt is made not to schedule two classes needing presentations at the same time and to stagger the start of multi-day research.

Do I have to let other students use the library computers when my class is there? No. The library has 3 desktop computers that will print and 5 chrome boxes for student use. If those are all full, it is up to you whether you allow other students to use or share computers or use a library chrome book. Students sometimes have to be re-directed to book sources or sent back to class when the computers are taken by a teacher.

Do students have to pay for copies if I require them to print something? No. If you are with the class and it is your requirement, students do not need to pay. Students are not to print items that are not required for classes. Students should not print excessive pages. Please monitor their printing closely.

Can I check out audiovisual equipment for the whole year? Equipment can be checked on a short-term basis or a long-term basis. We prefer that equipment is not checked out for the entire year. We have a limited number of TV's with DVD and VHS players. Please notify the Library Media Specialist at least 2 days ahead of time.