

2021-2022

TEACHER's Guide to the KMS Library Media Center

Welcome to the Kennett Middle School Library Media Center. Mrs. Kim Johnson is our current librarian. 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.

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 to the Library Media Center (LMC) before school? Yes. Students may come to the library as long as they have a need. We open at 7:30 a.m. each morning.

Are students allowed to go to the Library Media Center (LMC) after school? Yes. Students may come to the library as long as they have a need. The library will remain open until 3:10 p.m.

Can I send individual students to the Library Media Center (LMC) during class time? If the student needs help with their Chromebook, please send them anytime with a pass. We currently have COVID measures in place for library books. Library books are quarantined for 7 days and we are not allowing students to walk around and browse for a library book. If a student wants to check out a library book or return a library book, have them visit the [KMS Library website](#) and complete the [digital check-in/check-out form](#).

When can students check out a library book? If a student wants to check out a library book or return a library book, have them visit the [KMS Library website](#) and complete the [digital check-in/check-out form](#).

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? No. Students do not need to visit the library to check out a book or return a book. If a student wants to check out a library book or return a library book, have them visit the [KMS Library website](#) and complete the [digital check-in/check-out form](#).

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 email her at any time and check the [KMS Library Calendar](#) for availability.

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 always send suggestions for improvements to the library's collection to the Mrs. Johnson.

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

Can I check out a DVD player or library equipment? At this time, the library does not have any DVD players to check out. However, we do have a few external DVD/CD drives to check out that will connect to your classroom laptop.

Can I borrow a teacher Chromebook for the school day? If I have an extra Chromebook, yes you can. I do not keep many extra teacher Chromebooks in the KMS Library. However, students are not able to login to a teacher Chromebook and teachers are not able to login to a student Chromebook. This is a precautionary measure so students can not log in with the "sub" username and password. The "sub" username and password will only work on a laptop. Please ensure that you leave your laptop in your classroom for a substitute teacher.

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. Please email Mrs. Johnson at any time and check the [KMS Library Calendar](#) for availability.

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.

How can I sign up my class to use the library? 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. Please email her at any time and check the [KMS Library Calendar](#) for availability.

Do students have a Library class? The KMS Library Media Center has a flexible schedule. Students do not visit the library through any specific class.

What is the Library Circulation Policy for students and teachers? Students may check out books for a period of 2 weeks. Currently due to COVID restrictions, overdue fines are not charged. Overdue notices are sent out to students periodically. For teachers, there is no limit in how many library materials you can check out. Standard teacher/staff 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, teachers and staff will be charged replacement costs for lost or damaged library materials and equipment just like students.

Will my class always be the only one in the library? Yes. There are student library aides available who can work with students. When you bring your classes to the library for collaboration, you are expected to help with your classes and remain in the library.