Mission
The KMHS Library Media Program focuses on supporting a culture of learning and student success, by offering resources and inspiration for research, reading, instruction, and technology integration. Media Center staff concentrate on providing resources and instruction for individuals and classes, to strengthen multiple literacies and skills, including:

- 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 mission is to provide opportunities for students to develop into lifelong learners who effectively use ideas and information. 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
Anne Garrett, 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 the MC 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.

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**Scheduling**
To schedule a class for instruction or computer use in the media center, please check availability on the [media center calendar](http://ManeMedia.info) under *Instruction* on ManeMedia.info, and then contact Valerie Bryan (ext. 027) or Anne Garrett (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**
Fiction and non-fiction books returned after the due date incur a fine of $.10 per school day; fines for overdue reference books are $.50 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**
A copier for student use is located in the media center. Students pay $.10/sheet printed. Faculty are welcome to use the media center copier, but note that it is an older copier and prone to jams when used for larger jobs, especially using the feeder for double sided copies. The media center computers print to the copier by selecting KMT_TOS655_MEDIA 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 Request for Video Purchase form linked under ManeMedia.info – More For Staff. 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, primarily during the fall semester. We encourage patrons to submit requests for new books and videos, find links to the request forms on the media center website at ManeMedia.info. We are also 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 at the bottom of CCPL’s Account Info page.

Maker Space and Supplies
Our maker space 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
- Markers
- Colored pencils
- Tape
- Staples

Maker space supplies are for in library use. Direct requests for classroom supplies to your division head.
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 all jobs for you; when time permits, staff may provide this service.

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

- External CD/DVD drive
- Combination DVD/VCR
- Breakout kits
- USB drive
- Laptop
- LCD projector
- Projection screen
- Green screen
- Digital or video cameras & tripods
- Qball throwable microphone
- A/V cart

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

ManeMedia.info – for Staff
The ManeMedia.info website is part of the school website; it is accessible by selecting Library Resources under the Resources menu on the KMHS website, or by entering ManeMedia.info in your browser’s address bar. Key library resources and other relevant links for students and staff are organized in sections listed at the left. Please look through the site to get familiar with what may be useful to you and your students. Contact Valerie.Bryan@cobb12.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 http://www.cobbk12.org/kennesawmountain/mediacenter/more.aspx#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/centraloffice/adminrulesh.

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.

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