KCLS Schools Partnership

Program Overview

KCLS is working to provide electronic library access to every student (K-12) and teacher in every school district in King County by providing Student Accounts and Classroom Cards as a means to access these resources in a secured way.

Student Accounts
Student Accounts act as a supplemental card and do not replace traditional library cards.

- The barcode of each student account is composed of the District’s 3-digit district code followed by the student’s unique student ID number.
- The PIN/Password is last 4 digits of student’s ID number.
- The Student Accounts provides access to the following services via KCLS website:
  - Homework Help from Live Tutors
  - Downloadable eBooks and Audiobooks
  - Digital Magazines and Newspapers
  - Online Videos
  - Premium Databases
- There are no fines and no fees on the Student Accounts.

Classroom Cards
A set of Classroom Cards are made available to each school in participating districts for use by teachers when a student does not have a Student Account.

- These are generic accounts that link to the school rather than a student. They are composed of the District’s 3-digit district code followed by a random 4-digit number.
- These provide access to premium databases only during in-class instruction.

Communications and Publicity
In addition to the student portal at www.kcls.org/students, several pieces were developed in support of the program:

- A joint letter to parents of students in the district
- A joint letter to staff in the district
- A set of Frequently Asked Questions for staff of both KCLS and the school district
- A promotional piece in bookmark form for students
- A poster-sized version of the student promotional piece for display in the schools
- Promotional videos about the program tailored to kids and teens that can be shown to students in class

Requirements from Each School District
Student data is provided to KCLS by participating districts as CSV (comma separated values) file with the following required student information: first and last name, date of birth, student ID number. Parents are notified in advance of the program launch and provided with a means to opt their student(s) out. All files are delivered to a dedicated KCLS server via SFTP. Files are updated weekly so that KCLS may create accounts for new students. Participating districts filter any opted out students from the data upload.

Program Goals

- Increase student and teacher access to, and use of, KCLS’ electronic resources, downloadable materials, computers and physical collection.

- Build experience and expertise utilizing library resources that serve students while in school and extended beyond high school for life.

- Aid teachers in utilizing KCLS online resources to complement curriculum in their classroom.

Questions?
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