

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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September 4, 2015

Dear Parent or Guardian,

We are writing to let you know about a new and exciting partnership between the Bellevue School District (BSD) and the King County Library System (KCLS).

In an effort to increase student access to KCLS' online resources, KCLS will be creating special library accounts in its system for all students in our district so they may seamlessly log in from school, home or from any computer or device. The special student accounts will:

- **Be easy for students to remember.** The account number will utilize each student's school ID number preceded by the School District number (405).
- **Give each student seamless access.** Students will be able to use the array of databases, downloadable materials (through Overdrive) and online homework help services offered by KCLS without needing a physical card.
- **Not accrue fines or fees.** Since students will only be able to access electronic materials it won't be necessary for students to track due dates.

If your student already has a traditional KCLS library card, they will continue to be able to use it to checkout materials from the public library and use in-library computers. This new arrangement between the BSD and KCLS will supplement the traditional library card and improve each student's ability to access KCLS online research tools as part of their school work.

Teachers throughout the district will additionally be able to utilize the many resources available through KCLS to complement their curriculum and build students' experience and expertise utilizing library resources.

In October, KCLS will automatically launch the system to each student in Kindergarten through 12th grade. If you do not wish for your child to be included in the program, please [opt out here](#) or call/ visit your student's school office.

We're truly looking forward to this ongoing collaboration between the King County Library System and the Bellevue School District as both organizations are committed to providing resources and services that help our students succeed.

Regards,

Handwritten signature of Eric Ferguson.

Eric Ferguson
Director of Instructional Technology
Bellevue School District

Handwritten signature of Gary Wasdin.

Gary Wasdin
Library Director
King County Library System

Welcome to KCLS!



***Your student ID gives you free access
to all of the King County Library
System's online information and tools
to help you do even better at school!***

- Homework Help from Live Tutors.
- eBooks, audiobooks, videos and even magazines and newspapers to download to your computer or device.
- Premium databases with information you can't just find through Google.

And best of all, there are no fines or fees for using these great resources!

Begin using your student account now.

www.kcls.org/students

- Your student account number is the Bellevue School District's three-digit number **405** followed by your **student ID number** (with no dashes or spaces).
- Your **PIN number** is the last four digits of your student ID number.

King County Library System STUDENT ACCOUNT

Go to **www.kcls.org/students** to start.

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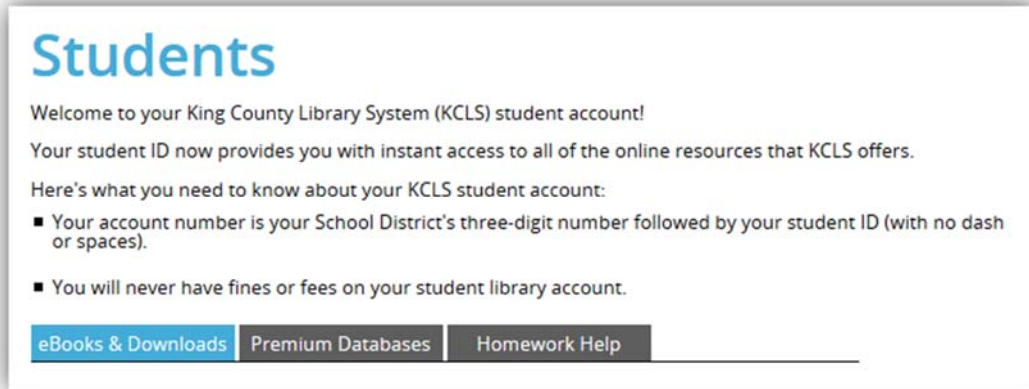


Write your 6 or 7 digit
student ID number here.



Student Account Tip Sheet: Using eBooks

1. To access an eBook using your Student Account first visit www.kcls.org/students



Students

Welcome to your King County Library System (KCLS) student account!

Your student ID now provides you with instant access to all of the online resources that KCLS offers.

Here's what you need to know about your KCLS student account:

- Your account number is your School District's three-digit number followed by your student ID (with no dash or spaces).
- You will never have fines or fees on your student library account.

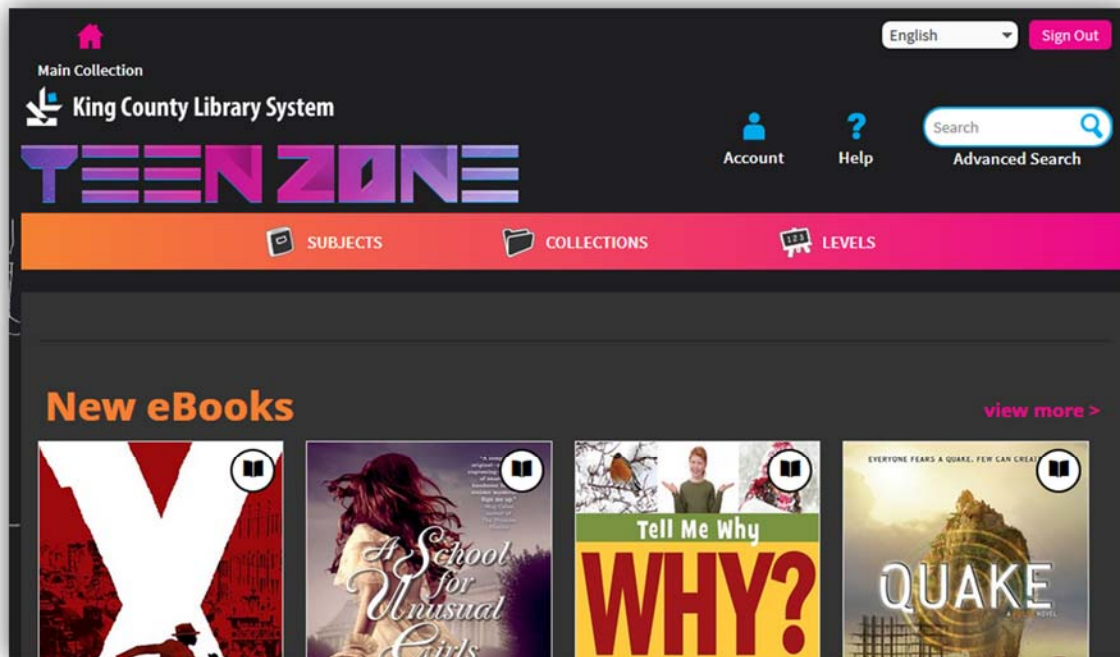
eBooks & Downloads Premium Databases Homework Help

2. Click either *“OverDrive eBooks for Kids”* or *“OverDrive eBooks for Teens”*



OverDrive eBooks for Kids OverDrive eBooks for Teens

3. Browse through the featured titles or click *“Main Collection”* to search all KCLS eBooks.



English Sign Out

Main Collection

King County Library System

TEEN ZONE

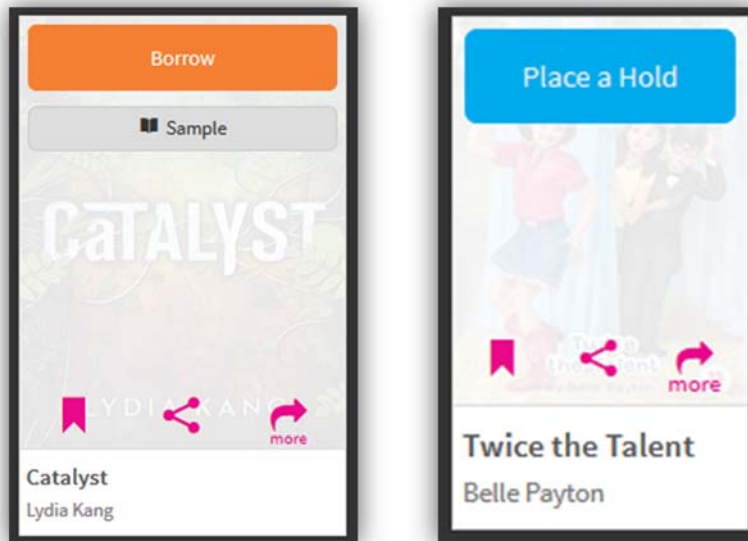
Account Help Search Advanced Search

SUBJECTS COLLECTIONS LEVELS

New eBooks view more >

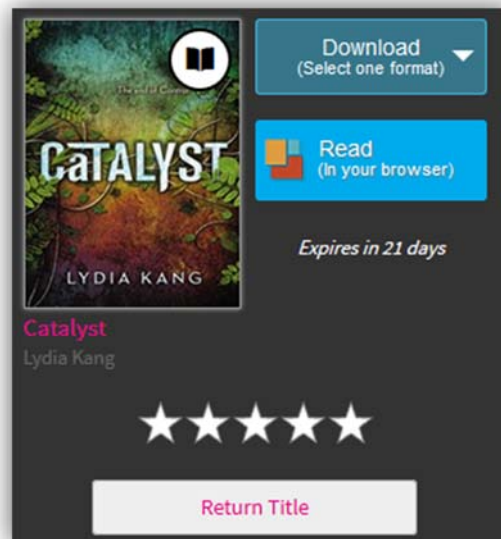
Y *A School for Unusual Girls* Tell Me Why **WHY?** **QUAKE**

4. As you look at each eBook, you'll see two choices – “Borrow” and “Place a Hold”



5. If you see “Borrow,” this means the book is available for checkout right now. Click “Borrow” and sign in. Remember, your library card number is 405 followed by your student ID number and your PIN is the last four digits of your student ID number.

6. Click “Sign In” and your book is ready to read. Click “Read (In your Browser)” to get started.



7. If you see “Place a Hold,” this means the book is currently being used by someone else. You can click “Place a Hold” to be added to the holds list for this item. Enter your email address and click “Place Hold.”

Fill out the form below to join the holds list for this title. Once the title is available, you'll be notified that it's ready for you to borrow from your Holds page, or to download from your Bookshelf (if you have the hold automatically borrowed for you).

Title: Twice the Talent

Creator: Belle Payton

Format: eBook

Enter your email address:

Confirm your email address:

Automatically borrow this title when it becomes available.

[Place a Hold](#)

8. The Library will let you know as soon as the book is ready for you to read.

You will receive an email when the title becomes available.

[Click here to continue browsing.](#)

[Click here to view your Holds.](#)

9. In your Account, you can always find the items you have checked out on your “Bookshelf” or view the items you’re waiting for under “Holds.”

Bookshelf

Holds

Lists

Settings

My Account: -

Checkout limit:	25
Titles checked out:	1
Hold limit:	25
Titles on hold:	0
Wish list items available:	0



SCHOOL ACCOUNTS

Frequently Asked Questions (FAQs)

STUDENT ACCOUNTS

What is a KCLS student account?

A KCLS student account is a special library account that utilizes a school district's three-digit number followed by a student's ID number (with no dash or spaces) in place of the traditional library barcode so that it's easy for students to remember. There is not a physical card associated with these accounts.

What KCLS resources will be accessible with a student account?

Students will have full access to KCLS eBooks and downloadable materials, databases and online homework help from home or school using any computer or device. Student accounts do not allow students to check out physical materials from KCLS libraries or access public computers or do printing via KCLS computers.

How do students begin using their accounts?

Students can begin accessing KCLS resources by visiting the Student Accounts page at www.kcls.org/students.

Do student accounts replace traditional library cards?

No. If a student already has a traditional KCLS library card, he/she will continue to be able to use it to check out materials from the library and use in-library computers. The student accounts supplement the traditional library card and improve each student's ability to access KCLS online research tools as part of their school work. Students who do not yet have a traditional library card may obtain one after verifying eligibility.

Are all students eligible for a student account?

Yes. Any student enrolled at a school district in KCLS' service area will be eligible for a student account.

Will all students have a student account?

KCLS is working hard to provide student accounts to as many students as possible. That being said, the school district may not be able to provide KCLS without the data for all students. In some cases, a student's parent may opt their student(s) out of this program (see "Classroom Cards").

Do student accounts have PIN numbers?

Yes. The accounts will use the last four digits of the student's ID number as the PIN.

Do student accounts expire?

Yes, the student account expires in July of the year after the student turns 18 years of age.

Will student accounts work during the summer while school is not in session?

Yes. Student accounts provide access 24x7 all year round.

How are student accounts created?

The creation and maintenance of student accounts is managed centrally by KCLS using data provided by the school district.

SCHOOL ACCOUNTS

Frequently Asked Questions (FAQs)

How do new students get an account?

Using data updates provided by the school district(s) on a weekly basis, KCLS will create a student account for each new student automatically.

Can staff of the Bellevue School District get an account?

Staff of the Bellevue School District are encouraged to visit <http://www.kcls.org/usingthelibrary/card/> and apply for a KCLS library card. Residents of King County, as well as many neighboring library systems including Seattle, Snohomish County and Pierce County are eligible.

CLASSROOM CARDS

What are classroom cards?

Given that some students may be opted out from having student accounts, KCLS is providing a set of classroom cards to each school in participating districts to enable teachers to utilize KCLS resources for in-class instruction. Teachers planning to do so, may obtain classroom cards from the school library or school office for use in the classroom by students who do not have student accounts. Classroom cards may be used only for databases and not for downloadable materials.

Don't see the answer to your question?

Email schoolcards@kcls.org