

# 2022 - 2023

PARENT OPT-IN & OPT-OUT PROCESS FOR LIBRARY MATERIALS

# Process Definitions

## Reviewed Books Opt-In:

- This option is for parents to give permission for students to check out a library books that have been part of a district-wide book review.

## Library Catalog Opt-Out:

- This option allows parents to view every title available in the library their student attends. Parents can select the titles they do not want their student to checkout.

# Opt-In Process

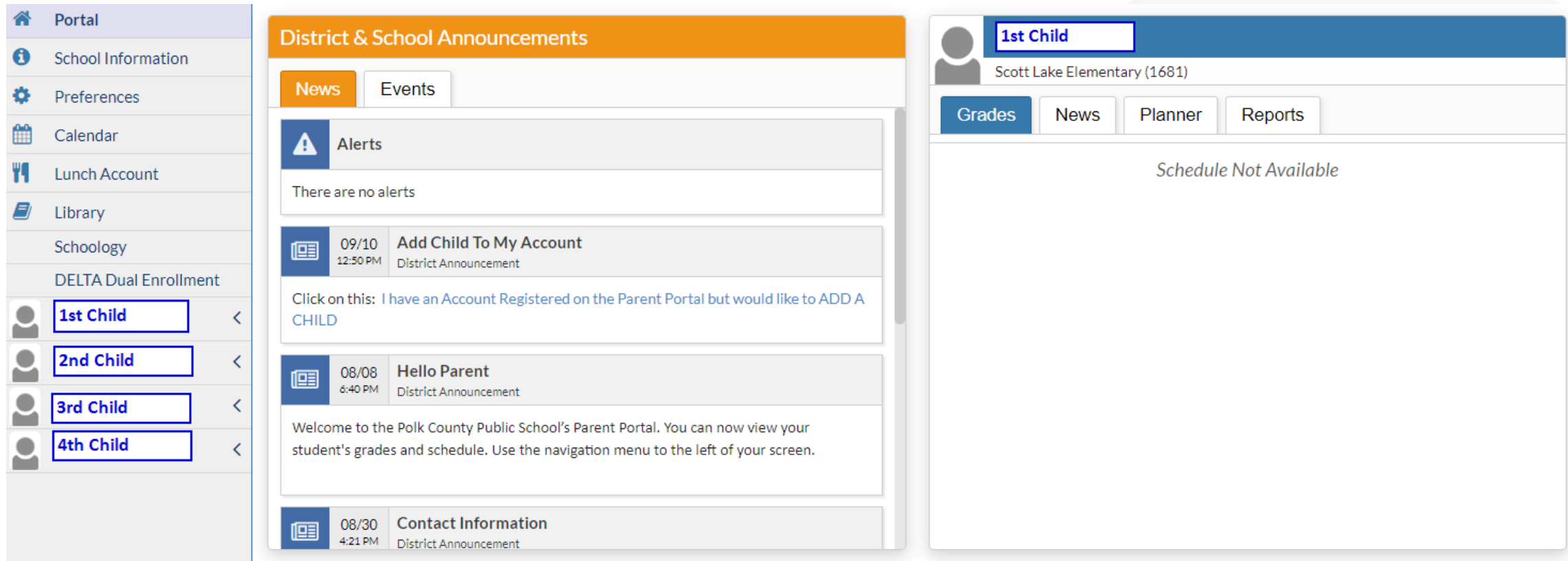
Parents must have a Parent Portal Account

- Due to the one-to-one initiative, schools will be reinforcing this.

Parent Logs into Parent Portal

- Selects the student's account
- Clicks on Library
- Agrees to Disclaimer to proceed
- Selects Opt-In Tab (Default)
- Of the 16 titles reviewed in 2022, currently only those titles at the student's grade level will appear
- Checks the box beside title indicating their student has permission to check out (saves automatically)
- Title appears in Verification list

# Opt-In Parent Steps



The screenshot displays the Parent Portal interface. On the left is a navigation sidebar with options: Portal, School Information, Preferences, Calendar, Lunch Account, Library, Schoology, and DELTA Dual Enrollment. Below these are four student account buttons labeled '1st Child', '2nd Child', '3rd Child', and '4th Child'. The '1st Child' button is selected. The main content area is titled 'District & School Announcements' and has tabs for 'News' and 'Events'. Under 'News', there is an 'Alerts' section with the message 'There are no alerts'. Below that are three announcements: 'Add Child To My Account' (dated 09/10 12:50 PM), 'Hello Parent' (dated 08/08 6:40 PM), and 'Contact Information' (dated 08/30 4:21 PM). The 'Add Child To My Account' announcement includes a link: 'Click on this: I have an Account Registered on the Parent Portal but would like to ADD A CHILD'. On the right side of the interface, there is a user profile section for '1st Child' at 'Scott Lake Elementary (1681)'. Below the profile are tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is selected, showing the message 'Schedule Not Available'.

After logging-in, select the student's account then Library

# Opt-In Parent Steps

## Polk Library Options



Books, Devices and Fines

Go to the books and devices page →



Book Opt-Out/Opt-In Page

Go to the opt-out/opt-in page →

Select “Book Opt-Out/Opt-In Page”

# Opt-In Parent Steps

## Disclaimer

If you are registered as the custodial parent at your child's school and you do not have permission to opt-out/in, please contact the school. Your parent portal account will need to be linked in the system.

### Opt-Out:

- The list of books that follow are those available in the media center of your child's school.
- Only custodial parents/guardians may opt their child out of library books.
- If one custodial parent/guardian opts their child out of any book, only that individual may remove the opt-out.
- There will be two opt-out windows during the school year.

### Opt-In:

- Parents can give permission for their student to check out books that were part of the Spring 2022 District Book Review.
- These books may not currently be at your child's school, but have been approved for their school level. By checking the box, I give permission for my child to check out the book which was part of the District Book Review.

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By proceeding to the following page you acknowledge that you understand and agree to the terms and conditions stated above.

[Go Back](#)

[Proceed to the Opt-Out/Opt-In page](#)

## Agree to Disclaimer

# Opt-In Parent Steps

- Portal
- School Information
- Preferences
- Calendar
- Lunch Account
- Library**
  - Schoology
  - DELTA Dual Enrollment
  - 1st Child** <
  - 2nd Child** <
  - 3rd Child** <
  - 4th Child** <

Options for: **3rd Child** Go Back

**Reviewed Books Opt-In**

PDF More 15

**Opted In**

Book	Date
No Opted in books found	

Previous Next

Show 15 rows Filter:

**Books**  
(not available at all schools)

Title	Author
<input type="checkbox"/>	Almost perfect Katcher, Brian.
<input type="checkbox"/>	Beloved : a novel Morrison, Toni.
<input type="checkbox"/>	Drama Telgemeier, Raina.
<input type="checkbox"/>	Extremely loud & incredibly close Foer, Jonathan Safran, 1977-
<input type="checkbox"/>	George Gino, Alex.
<input type="checkbox"/>	It's perfectly normal : a book about changing bodies, growing up, sex and sexual health Harris, Robie H.
<input type="checkbox"/>	More happy than not Silvera, Adam, 1990-
<input type="checkbox"/>	Nineteen minutes : a novel Picoult, Jodi, 1966-
<input type="checkbox"/>	Real live boyfriends : yes, boyfriends, plural ; if my life weren't complicated--I wouldn't be Ruby Oliver Lockhart, E.
<input type="checkbox"/>	The bluest eye : a novel Morrison, Toni.
<input type="checkbox"/>	The kite runner Hosseini, Khaled.
<input type="checkbox"/>	The Vincent boys Glines, Abbi.
<input type="checkbox"/>	Thirteen reasons why Asher, Jay, 1975-
<input type="checkbox"/>	Tricks Hopkins, Ellen.
<input type="checkbox"/>	Two boys kissing Levithan, David.

Showing 1 to 15 of 15 entries

Previous **1** Next

Opt-In Tab is the Default

# Opt-In Parent Steps

## Books

(not available at all schools)

	Title <span>↑↓</span>	Author <span>↑↓</span>
<input type="checkbox"/>	Almost perfect	Katcher, Brian.
<input type="checkbox"/>	Beloved : a novel	Morrison, Toni.
<input type="checkbox"/>	Drama	Telgemeier, Raina.
<input type="checkbox"/>	Extremely loud & incredibly close	Foer, Jonathan Safran, 1977-
<input type="checkbox"/>	George	Gino, Alex.
<input type="checkbox"/>	It's perfectly normal : a book about changing bodies, growing up, sex and sexual health	Harris, Robie H.
<input type="checkbox"/>	More happy than not	Silvera, Adam, 1990-
<input type="checkbox"/>	Nineteen minutes : a novel	Picoult, Jodi, 1966-
<input type="checkbox"/>	Real live boyfriends : yes, boyfriends, plural ; if my life weren't complicated--I wouldn't be Ruby Oliver	Lockhart, E.
<input type="checkbox"/>	The bluest eye : a novel	Morrison, Toni,
<input type="checkbox"/>	The kite runner	Hosseini, Khaled.
<input type="checkbox"/>	The Vincent boys	Glines, Abbi.
<input type="checkbox"/>	Thirteen reasons why	Asher, Jay, 1975-
<input type="checkbox"/>	Tricks	Hopkins, Ellen.
<input type="checkbox"/>	Two boys kissing	Levithan, David,

Of the 16 titles reviewed in 2022, only the grade level appropriate titles will appear

High School example

STUDENTS FIRST



# Opt-In Parent Steps

Books (not available at all schools)		
	Title ↑	Author ↑
<input type="checkbox"/>	George	Gino, Alex.
<input type="checkbox"/>	I am Jazz!	Herthel, Jessica.

Of the 16 titles reviewed in 2022, only the grade level appropriate titles will appear

Elementary  
example

STUDENTS FIRST



# Opt-In Parent Steps

	Title <span>↑↓</span>	Author
<input checked="" type="checkbox"/>	Almost perfect	Katcher, Brian.
<input checked="" type="checkbox"/>	Beloved : a novel	Morrison, Toni.
<input type="checkbox"/>	Drama	Telgemeier, Raina.
<input type="checkbox"/>	Extremely loud & incredibly close	Foer, Jonathan Safran, 1977-
<input type="checkbox"/>	George	Gino, Alex.
<input type="checkbox"/>	It's perfectly normal : a book about changing bodies, growing up, sex and sexual health	Harris, Robie H.
<input type="checkbox"/>	More happy than not	Silvera, Adam, 1990-
<input type="checkbox"/>	Nineteen minutes : a novel	Picoult, Jodi, 1966-
<input type="checkbox"/>	Real live boyfriends : yes, boyfriends, plural ; if my life weren't complicated--I wouldn't be Ruby Oliver	Lockhart, E.
<input type="checkbox"/>	The bluest eye : a novel	Morrison, Toni,
<input type="checkbox"/>	The kite runner	Hosseini, Khaled.
<input type="checkbox"/>	The Vincent boys	Glines, Abbi.
<input type="checkbox"/>	Thirteen reasons why	Asher, Jay, 1975-
<input checked="" type="checkbox"/>	Tricks	Hopkins, Ellen.
<input type="checkbox"/>	Two boys kissing	Levithan, David,

Check box beside title indicating the student has permission to check out (saves automatically)

# Opt-In Parent Steps

## ☰ Opted In

	Book	Date
1	Almost perfect (Katcher, Brian.)	07-07-2022 09:58 AM
2	Beloved : a novel (Morrison, Toni.)	07-07-2022 09:58 AM
3	Tricks (Hopkins, Ellen.)	07-07-2022 09:58 AM

Previous **1** Next

## 📖 Books (not available at all schools)

	Title	Author
<input checked="" type="checkbox"/>	Almost perfect	Katcher, Brian.
<input checked="" type="checkbox"/>	Beloved : a novel	Morrison, Toni.
<input type="checkbox"/>	Drama	Telgemeier, Raina.
<input type="checkbox"/>	Extremely loud & incredibly close	Foer, Jonathan Safran, 1977-
<input type="checkbox"/>	George	Gino, Alex.
<input type="checkbox"/>	It's perfectly normal : a book about changing bodies, growing up, sex and sexual health	Harris, Robie H.
<input type="checkbox"/>	More happy than not	Silvera, Adam, 1990-
<input type="checkbox"/>	Nineteen minutes : a novel	Picoult, Jodi, 1966-
<input type="checkbox"/>	Real live boyfriends : yes, boyfriends, plural ; if my life weren't complicated--I wouldn't be Ruby Oliver	Lockhart, E.
<input type="checkbox"/>	The bluest eye : a novel	Morrison, Toni,
<input type="checkbox"/>	The kite runner	Hosseini, Khaled.
<input type="checkbox"/>	The Vincent boys	Glines, Abbi.
<input type="checkbox"/>	Thirteen reasons why	Asher, Jay, 1975-
<input checked="" type="checkbox"/>	Tricks	Hopkins, Ellen.
<input type="checkbox"/>	Two boys kissing	Levithan, David,

Titles appear in a verification list

# Opt-Out Process

Parents must have a Parent Portal Account

Parent Logs into Parent Portal

- Select the student's account
- Clicks on Library
- Agrees to Disclaimer
- Selects Opt-Out Tab
- Filters library collection by Title or Author
- Checks box beside title they want their student opted out (saves automatically)
- Verification list appears

# Opt-Out Parent Steps

- Portal
- School Information
- Preferences
- Calendar
- Lunch Account
- Library**
  - Schoology
  - DELTA Dual Enrollment
- 1st Child** <
- 2nd Child** <
- 3rd Child** <
- 4th Child** <

Options for: **3rd Child** Go Back

**Reviewed Books Opt-In**

PDF More 15

**Opted In**

Book	Date
No Opted in books found	

Previous Next

Show 15 rows Filter:

**Books**  
(not available at all schools)

Title	Author
<input type="checkbox"/>	Almost perfect Katcher, Brian.
<input type="checkbox"/>	Beloved : a novel Morrison, Toni.
<input type="checkbox"/>	Drama Telgemeier, Raina.
<input type="checkbox"/>	Extremely loud & incredibly close Foer, Jonathan Safran, 1977-
<input type="checkbox"/>	George Gino, Alex.
<input type="checkbox"/>	It's perfectly normal : a book about changing bodies, growing up, sex and sexual health Harris, Robie H.
<input type="checkbox"/>	More happy than not Silvera, Adam, 1990-
<input type="checkbox"/>	Nineteen minutes : a novel Picoult, Jodi, 1966-
<input type="checkbox"/>	Real live boyfriends : yes, boyfriends, plural ; if my life weren't complicated--I wouldn't be Ruby Oliver Lockhart, E.
<input type="checkbox"/>	The bluest eye : a novel Morrison, Toni.
<input type="checkbox"/>	The kite runner Hosseini, Khaled.
<input type="checkbox"/>	The Vincent boys Glines, Abbi.
<input type="checkbox"/>	Thirteen reasons why Asher, Jay, 1975-
<input type="checkbox"/>	Tricks Hopkins, Ellen.
<input type="checkbox"/>	Two boys kissing Levithan, David.

Showing 1 to 15 of 15 entries

Previous **1** Next

Select Opt-Out Tab

# Opt-Out Parent Steps

Reviewed Books Opt-In

Library Catalog Opt-Out

PDF More ▾ 15 ▾

### ☰ Opted Out

Book	Date
No Opted out books found	

Previous Next

Show 15 rows ▾ Filter:

### 📖 Books

Available at the library

	Title	Author
<input type="checkbox"/>	100 things you should know about knights & castles	Walker, Jane.
<input type="checkbox"/>	100 years ago	Marriott, Donna.
<input type="checkbox"/>	101 Dalmatians	Bobowicz, Pamela,
<input type="checkbox"/>	101 facts about horses & ponies	Barnes, Julia, 1955-
<input type="checkbox"/>	10 minutes till bedtime	Rathmann, Peggy,
<input type="checkbox"/>	1, 2, 3 to the zoo : a counting book	Carle, Eric,
<input type="checkbox"/>	12 ways to get to 11	Merriam, Eve, 1916-1992,
<input type="checkbox"/>	13 monsters who should be avoided	Shortsleeve, Kevin,
<input type="checkbox"/>	13 scary ghost stories	edited by Marianne Carus ; illustrated by YongSheng Xuan.
<input type="checkbox"/>	14 cows for America	Deedy, Carmen A.,
<input type="checkbox"/>	17 kings and 42 elephants	Mahy, Margaret,
<input type="checkbox"/>	20,000 baseball cards under the sea	Buller, Jon, 1943-
<input type="checkbox"/>	20,000 leagues under the sea	Verne, Jules, 1828-1905,
<input type="checkbox"/>	2095	Scieszka, Jon,
<input type="checkbox"/>	26 Fairmount Avenue	De Paola, Tomie,

Showing 1 to 15 of 10,954 entries

Previous 1 2 3 4 5 ... 731 Next

All titles available at the student's school are listed

# Opt-Out Parent Steps

Reviewed Books Opt-In

Library Catalog Opt-Out

PDF More ▾ 15 ▾

☰ Opted Out

Book	Date
No Opted out books found	

Previous Next

Show 15 rows ▾

Filter: cat in the hat

📖 Books

Available at the library

	Title	Author
<input type="checkbox"/>	Catherine the Great	Hatt, Christine.
<input type="checkbox"/>	The cat in the hat	Seuss, Dr,
<input type="checkbox"/>	The cat in the hat comes back!	Seuss, Dr,

Showing 1 to 3 of 3 entries (filtered from 10,954 total entries)

Previous 1 Next

Filter collection by Title or Author as needed

STUDENTS FIRST

# Opt-Out Parent Steps

Reviewed Books Opt-In

Library Catalog Opt-Out

PDF More 15

**Opted Out**

	Book	Date
1	1-2-3 draw pets and farm animals : a step-by-step guide (Levin, Freddie.)	07-06-2022 04:15 PM
2	1-2-3 draw people : a step-by-step guide (Levin, Freddie.)	07-07-2022 08:23 AM

Previous **1** Next

Show 15 rows Filter:

**Books**  
Available at the library

	Title	Author
<input type="checkbox"/>	1-2-3 calligraphy! : letters and projects for beginners and beyond	Winters, Eleanor.
<input type="checkbox"/>	1-2-3 draw dinosaurs and other prehistoric animals	Levin, Freddie.
<input type="checkbox"/>	1-2-3 draw horses : a step-by-step guide	Levin, Freddie.
<input type="checkbox"/>	1-2-3 draw ocean life : a step-by-step guide	Levin, Freddie.
<input checked="" type="checkbox"/>	1-2-3 draw people : a step-by-step guide	Levin, Freddie.
<input checked="" type="checkbox"/>	1-2-3 draw pets and farm animals : a step-by-step guide	Levin, Freddie.
<input type="checkbox"/>	1-2-3 draw wild animals : a step by step guide	Levin, Freddie.
<input type="checkbox"/>	10,000 days of thunder : a history of the Vietnam War	Caputo, Philip.
<input type="checkbox"/>	1,000 jokes for kids of all ages	Kilgarriff, Michael.
<input type="checkbox"/>	1,000 more jokes for kids	Kilgarriff, Michael.
<input type="checkbox"/>	1,000 what's what jokes for kids	Johnstone, Michael.
<input type="checkbox"/>	1,000 years, 1,000 people : ranking the men and women who shaped the millennium	Agnes Hooper Gottlieb ... [et al.].
<input type="checkbox"/>	1001 people who made America	Axelrod, Alan, 1952-
<input type="checkbox"/>	1001 things everyone should know about World War II	Vandiver, Frank Everson, 1925-
<input type="checkbox"/>	100 amazing make-it-yourself science fair projects	Vecchione, Glen.

Showing 1 to 15 of 8,568 entries

Previous **1** 2 3 4 5

Select books

(saves automatically)



# Opt-In & Opt-Out Window

- o 2 windows will be available for parents to opt-in/opt-out during the year
  - o August 1-15
  - o January 1-15
  - o Library circulation will not be available during these windows. New Library materials will not be available to students prior to the windows.
- o If a student transfers or enrolls during the school year.
  - o Parents will be directed to contact the school's Library Media Specialist who can add the information to the system. Parents can make additional selections during the next window.

# Opt-In & Opt-Out - Library Staff

Library Staff will receive training on how to access Focus to view both reports. Only trained staff will be allowed to circulate any materials to students.

## Opt-In

- Books from the 2022 Review will be placed behind the circulation desk (out of the general collection)
- Staff will verify parental permission before checking out the title to the student

## Opt-Out

- Library Staff will view the “Library Opt-Out Report” in Focus. Additionally, staff will be instructed to add a patron note into the Destiny system to be alerted each time students with parental restrictions check-out.

# Opt-In & Opt-Out - Teachers

Teachers will receive training on how to access Focus to view both reports for their assigned students.

Only trained staff will be allowed to circulate any library materials to students.

## Opt-In

- Books from the 2022 Review should not be available in the classroom libraries

## Opt-Out

- Teachers will view the “Library Opt-Out Report” in Focus and compare with classroom library.