



Tools for Guardian Engagement: Prohibited Lists

A Note from TLC

TLC is the vendor for your school's Library Management System: Library•**Solution** for Schools. This guide is for parents and guardians who may wish to engage with the library's online catalog.

Your use of **LS2 PAC (library catalog)** is subject to policies set forth by the school that supplied this guide and to TLC's usage and licensing policies. *Please note:* Features enabled/disabled in Library•**Solution** for Schools support local policies and workflows.

Always refer questions to library leadership at your school.

Prohibited Resource Lists

Prohibited Resource Lists can be created by the guardian(s) to designate prohibited titles for their student(s). Once a guardian has created a prohibited list linked to their student, Library•**Solution** for Schools will prevent those titles from being checked out to that student's account, including at both self-checkout stations and staff-managed checkout stations.

This document outlines the steps necessary for the guardian to log into **the library catalog**, search for resources, and add those resources to a *Prohibited Resource List*.

Log into the Library Catalog

Open the [library catalog](#) website for your student's school in your browser. Click **Log In**, located in the top right corner of the **library catalog**. Log in using your Frisco ISD Portal ID (example format: j.c.mouse).



A **Log In to your Account** pop-up displays. Enter your Portal ID in the **Username** field and your Frisco ISD Portal password in the **Password** field, then click **Log In**.

 A screenshot of a 'Log In to your Account' pop-up window. The window has a title bar with a close button (X). It contains two input fields: 'Username' and 'Password'. Below the fields is a blue 'Log In' button. Two blue arrows point from the text on the right to the Username and Password fields.

Your **username** is your Frisco ISD Portal ID (Example format: j.c.mouse)

Your **password** is the same password you use to log into Frisco ISD's Portal.

After logging in, **[Your first name] Account** displays in the top right corner of the **library catalog**, next to the **Log Out** button.



If you have attempted to **Log In** with incorrect credentials, an error message, *The credentials entered are incorrect* displays in red. Re-enter your correct information. If you still have a problem with logging in, please visit the Frisco ISD [Portal FAQ page](#) for more information.

Search for a resource

To create a *Prohibited Resource List* in the library catalog, first search the **library catalog** to locate the resources you would like to add to the *Prohibited Resource List*, then select the resources you would like to add to the list.

To start searching, type a search term in the **Search** box. You can search using a single word or you can type a phrase in the search box. You can also search using an author's name or a specific title.

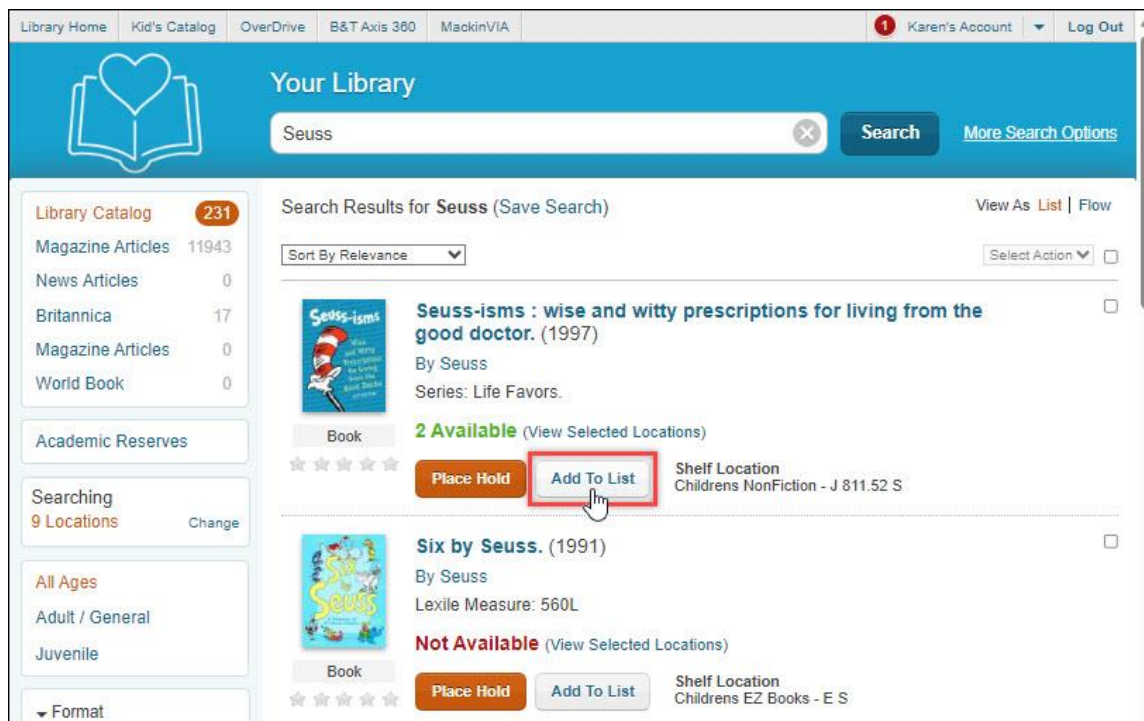
Note: If the library system or school district has limited library users to accessing materials from a single location or set of locations, the search results display for only that school or set of schools. For example, elementary students may only be able to access resources that are owned by their elementary school or all elementary schools in their school district but will not be able to access resources owned by middle and high schools. If you have students at multiple schools, you may need to verify with your school library that you have access to the appropriate locations in the **library catalog**.

After entering your search term, either click <Enter> on your keyboard or click **Search**. The search results will display, as shown in the image below.

The screenshot shows a library catalog interface. At the top, there are navigation links: Library Home, Kid's Catalog, OverDrive, B&T Axis 360, MackinVIA, and a user account for Karen's Account with a notification icon and a Log Out button. Below the navigation is a blue header with a heart icon and the text 'Your Library'. A search bar contains the text 'Seuss' and a 'Search' button. To the right of the search bar is a link for 'More Search Options'. On the left side, there is a sidebar with a 'Library Catalog' section showing 231 items, categorized by Magazine Articles (11943), News Articles (0), Britannica (17), Magazine Articles (0), and World Book (0). Below this are sections for 'Academic Reserves', 'Searching 9 Locations' (with a 'Change' link), and 'All Ages' (with options for Adult / General and Juvenile). A 'Format' section lists various media types with counts: Book (141), eResource (83), eBook (53), Projected (20), Video Recording (19), and Audiobook (14). There are also expandable sections for Author, Lexile, AR Reading Level, and AR Interest Level. The main content area displays 'Search Results for Seuss (Save Search)'. It includes a 'Sort By Relevance' dropdown and a 'Select Action' dropdown. Three search results are shown: 1. 'Seuss-isms : wise and witty prescriptions for living from the good doctor. (1997)' by Seuss, Series: Life Favors, Book, 2 Available (View Selected Locations), Shelf Location: Childrens NonFiction - J 811.52 S. 2. 'Six by Seuss. (1991)' by Seuss, Lexile Measure: 560L, Book, Not Available (View Selected Locations), Shelf Location: Childrens EZ Books - E S. 3. 'A hatful of Seuss (1997)' by Seuss, Book, 1 Available (View Selected Locations), Shelf Location: Childrens EZ Books - E S. Each result includes a book cover, a star rating, and buttons for 'Place Hold' and 'Add To List'.

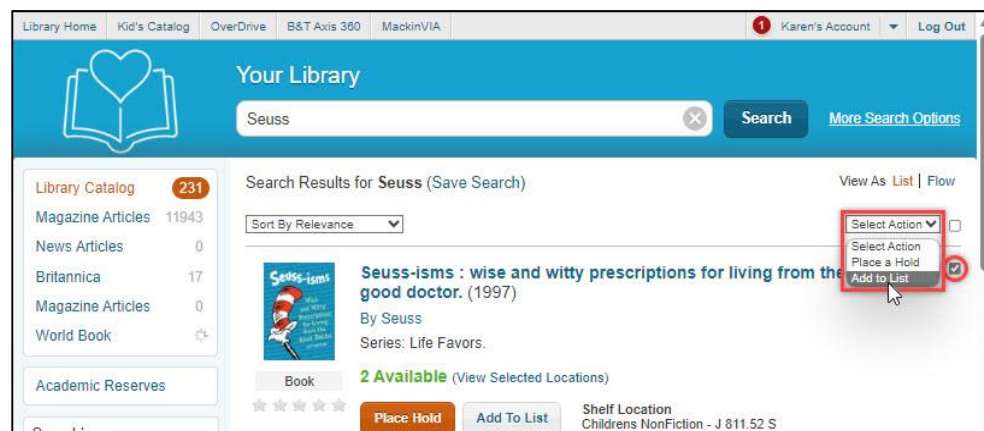
Add resources to a Prohibited Resource List

If you find resources in your search results that you would like to add to a *Prohibited Resource List*, you can click the **Add To List** button next to the Place Hold button under the resource details.

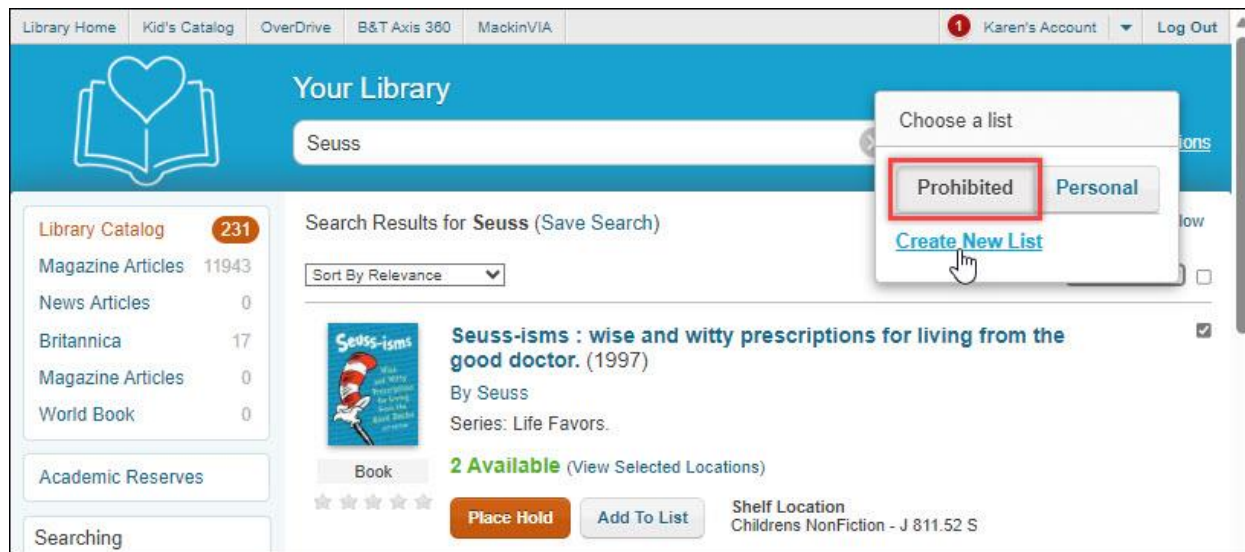


If you find multiple resources in your search results that you would like to add to a *Prohibited Resource List*, you can select the check box to the right of each title, as shown in the image below. Use the **Select Action** drop-down list and click **Add To List**.

Note: You can only add one page of search results at a time to your list. If you have multiple pages in your search results, you will need to use the **Add To List** option for each page.

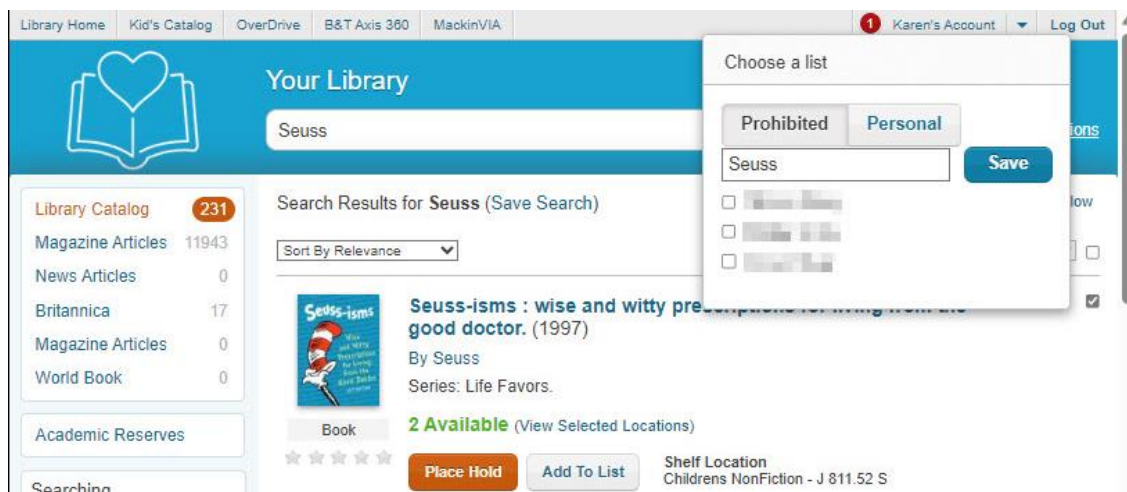


After clicking the **Add to List** button, a **Choose a list** pop-up displays with the list options **Prohibited** or **Personal**. **Prohibited** is selected by default. Click **Create new list**.



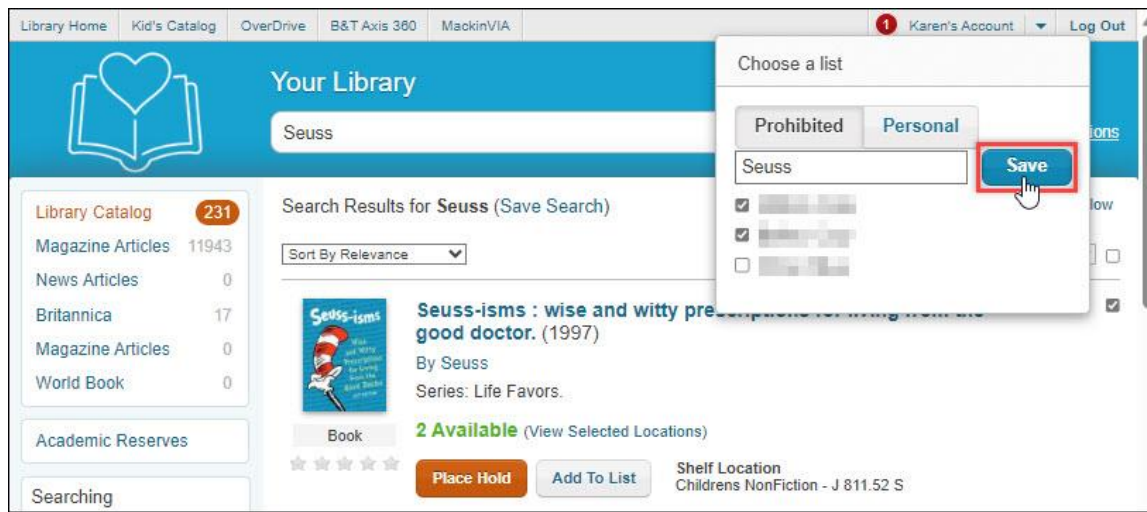
After clicking **Create New List**, the **Choose a list** pop-up automatically populates the search term you used in your search in the entry box. Type a new name if you do not want to use the search term as your list name.

Select the check box next to the student account to be associated with the *Prohibited Resource List*.



Note: All student accounts associated with your guardian account will show up, however, you must log into the library catalog for your student's home campus to see books located at that campus. For more information, [watch this video!](#)

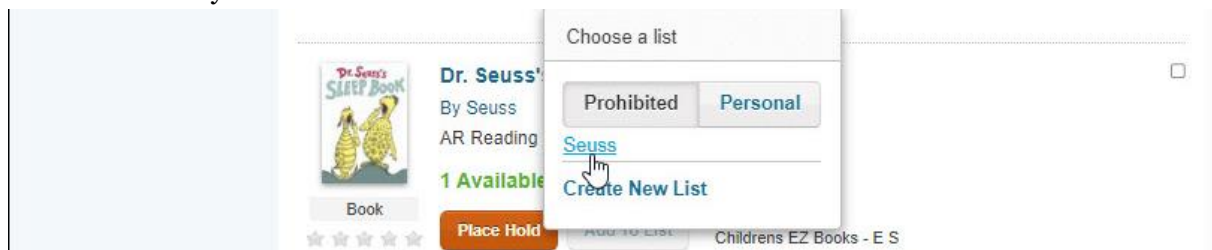
Click **Save** to save your list.



The message # *Title(s) were added successfully* displays in the green banner at the top of the screen.

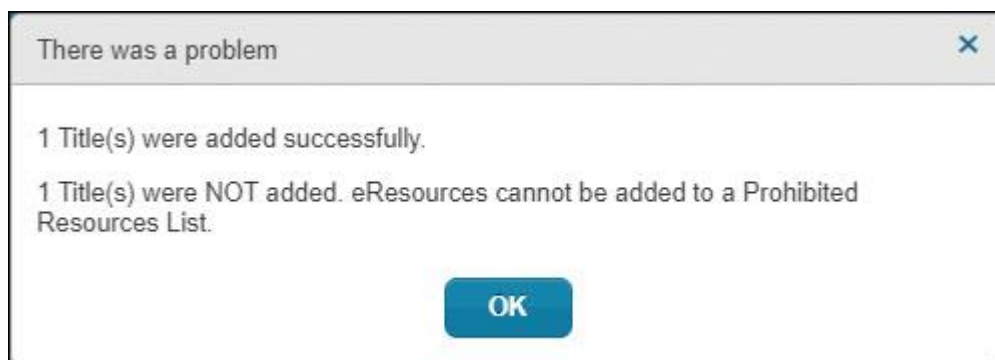


To continue to add to the newly created list, select the same list name for each new resource you add. You can also start a new list by creating a list with a different name. There is no limit on the number of lists you can create.



Note: eResources cannot be added to a *Prohibited Resource List*, as these types of resources do not have physical items inside a library. eResource formats include eBook, eVideo, eAudiobook, eMusic, eJournal, eCartographic, ePrinted Music, Art / Graphic – Electronic), Website, and Database.

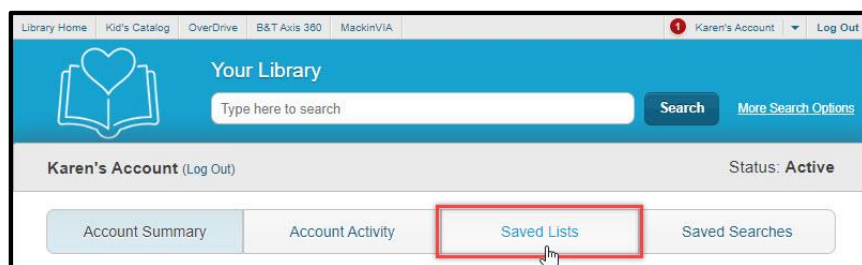
If you select multiple resources that you would like to add to a *Prohibited Resource List* that include eResources, a message displays indicating # *Title(s) were added successfully*. # *Title(s) were NOT added*. *eResources cannot be added to a Prohibited Resources List*.



To add or remove a student to a *Prohibited Resource List* after that list has been created, click **[Your first name] Account** in the top right corner of the **library catalog**, next to the **Log Out** button.

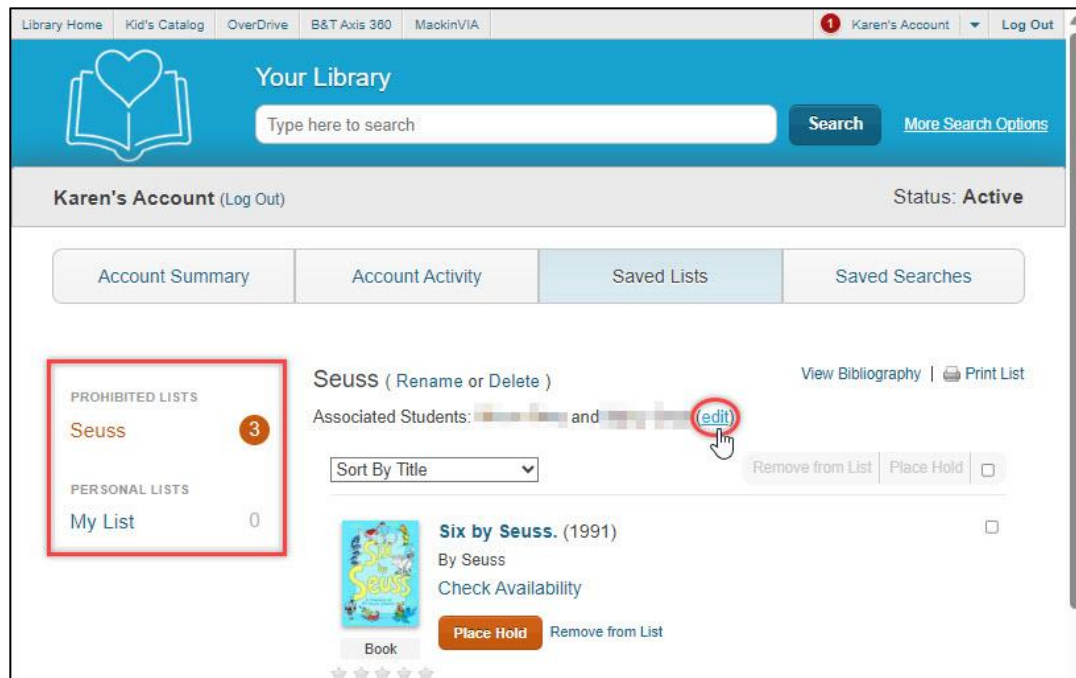


Click the **Saved Lists** button to view your saved lists.



Your **Saved Lists** names display on the left. By default, the most recently created list displays in the center of the screen. Click **edit** next to *Associated Students* to add or remove students from the selected list, as shown in the image below.

Adding students to a *Prohibited Resource List* will link their account to the prohibited items and prevent those titles from being checked out to that student's account. Removing students from a *Prohibited Resource List* will unlink them from the prohibited list, allowing the student account to follow standard checkout policies.



You can also **Rename** or **Delete** lists from this screen. Deleting a list will unlink the student(s) from any resources previously associated with the deleted list, unless those resources are included in another *Prohibited Resource List*.

When a student attempts to check out a library book that is on their Prohibited List, they will receive a message notifying them that their item is on their Prohibited List and has been blocked from check out. This message will also include the name of the guardian that has added this title to the students Prohibited List.

