

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 (**LS2 PAC**).

Your use of **LS2 PAC** 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.

TLC has created this technical resource for guardians across many different school systems. Therefore, screenshots are generic and will differ from your school's library interface. ***Always refer questions to library leadership at your school.***

Prohibited Resource Lists

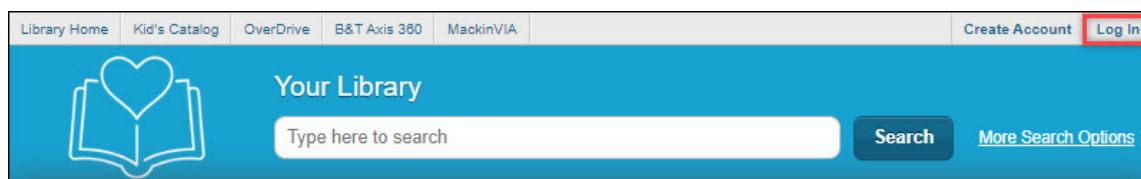
Prohibited Resource Lists can be created by the guardian(s) to designate prohibited titles for their student(s). Once a guardian has created a prohibited list linked to their student, Library•Solution for Schools will prevent those titles from being checked out to that student's account, including at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

This document outlines the steps necessary for the guardian to log into **LS2 PAC**, search for resources, and add those resources to a *Prohibited Resource List*.

Log into LS2 PAC

A Log In is required in order to add resources to a *Prohibited Resource List*. You will have received an email from your student's library or school district that provides you with information on how to access and log into **LS2 PAC**. Please contact your student's school district if you have not received information on this process.

Open the **LS2 PAC** website for your student's school in your browser. Click **Log In**, located in the top right corner of **LS2 PAC**, in order to log in using the credentials you have been provided.



A **Log In to your Account** pop-up displays. Enter your credentials, then click **Log In**.

If your library has the option configured, you may see the **Log In As A Guardian** button on the login window. If this option is available click the **Log In As A Guardian** button, as shown below. Your library log in may look like one of the two images below.

Log In to your Account

Welcome to the library!

Username *

Password *

Log In

or

Log In As A Guardian

Log In to your Account

Select your Log In

Log In As A Student

or

Log In As A Guardian

Enter your credentials, then click **Log In**.

Log In to your Account

Log in with either your Library Card Number or EZ Login

Welcome to the library!

Library Card Number or EZ Username *

PIN or EZ Password *

Forgot your EZ password?

☐ Remember Me

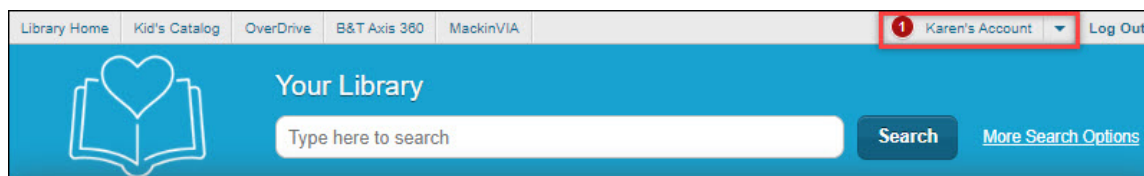
Log In

or

Sign in with Google

< Back

After logging in, **[Your first name] Account** displays in the top right corner of **LS2 PAC**, 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, contact your student's school district for assistance.

Search for a resource

To create a *Prohibited Resource List* in **LS2 PAC**, first search **LS2 PAC** 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 **LS2 PAC**.

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's a navigation bar with links like 'Library Home', 'Kid's Catalog', 'OverDrive', 'B&T Axis 360', and 'MackinVIA'. On the right, it says 'Karen's Account' and 'Log Out'. Below the navigation bar is a blue header with a heart icon and the text 'Your Library'. A search bar contains the word 'Seuss', and there are 'Search' and 'More Search Options' buttons. On the left side, there's a sidebar with 'Library Catalog' showing 231 items, and a list of categories: Magazine Articles (11943), News Articles (0), Britannica (17), Magazine Articles (0), and World Book (0). Below this is 'Academic Reserves', 'Searching 9 Locations' with a 'Change' link, 'All Ages' with 'Adult / General' and 'Juvenile' options, and a 'Format' section with a list of media types and their 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 is titled 'Search Results for Seuss (Save Search)' and has a 'View As List | Flow' link. It includes a 'Sort By Relevance' dropdown and a 'Select Action' dropdown. Three search results are displayed, each with a book cover, title, author, series, availability status, and actions like 'Place Hold' and 'Add To List'. The first result is 'Seuss-isms : wise and witty prescriptions for living from the good doctor. (1997)' by Seuss, with 2 available copies. The second is 'Six by Seuss. (1991)' by Seuss, which is not available. The third is 'A hatful of Seuss (1997)' by Seuss, with 1 available copy. Each result also shows a 'Shelf Location'.

Library Home Kid's Catalog OverDrive B&T Axis 360 MackinVIA 1 Karen's Account Log Out

Your Library

Seuss [More Search Options](#)

Library Catalog 231

Magazine Articles 11943

News Articles 0

Britannica 17

Magazine Articles 0

World Book 0

Academic Reserves

Searching 9 Locations [Change](#)

All Ages

Adult / General

Juvenile

▼ Format

Book 141

eResource 83

eBook 53

Projected 20

Video Recording 19

Audiobook 14

► Author

► Lexile

► AR Reading Level

► AR Interest Level

Search Results for Seuss (Save Search) [View As List | Flow](#)

Sort By Relevance

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

Six by Seuss. (1991)

By Seuss

Lexile Measure: 560L

Book **Not Available** ([View Selected Locations](#))

★ ★ ★ ★ ★ Shelf Location: Childrens EZ Books - E S

A hatful of Seuss (1997)

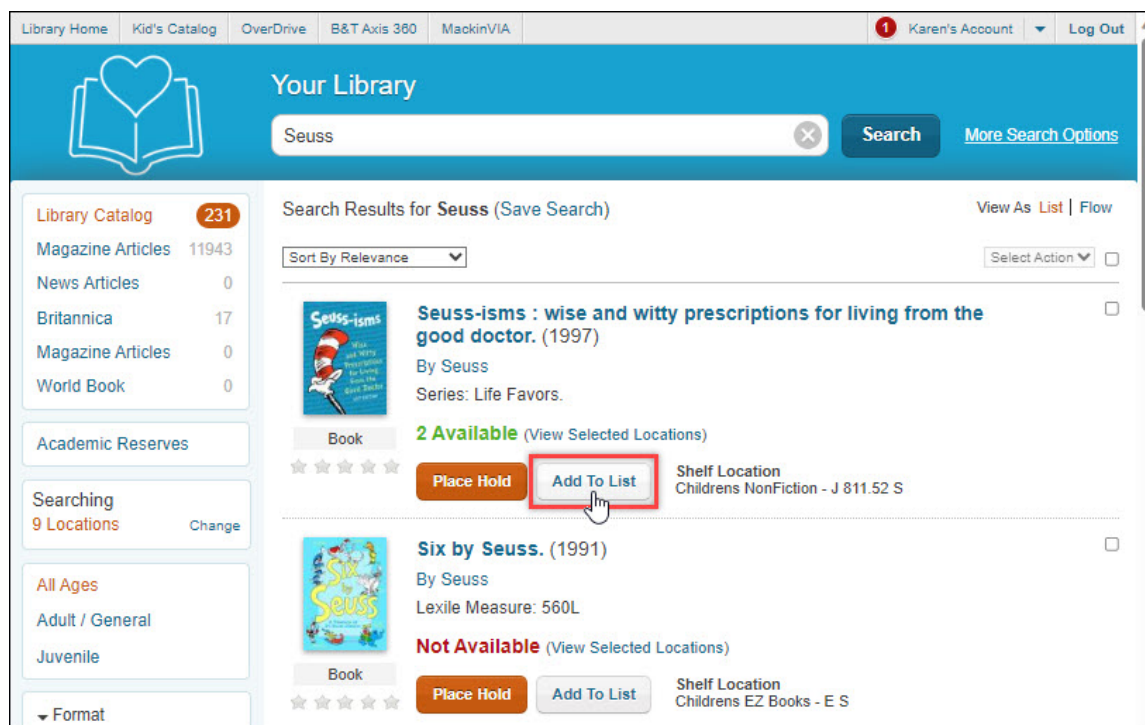
By Seuss

Book **1 Available** ([View Selected Locations](#))

★ ★ ★ ★ ★ Shelf Location: Childrens EZ Books - E S

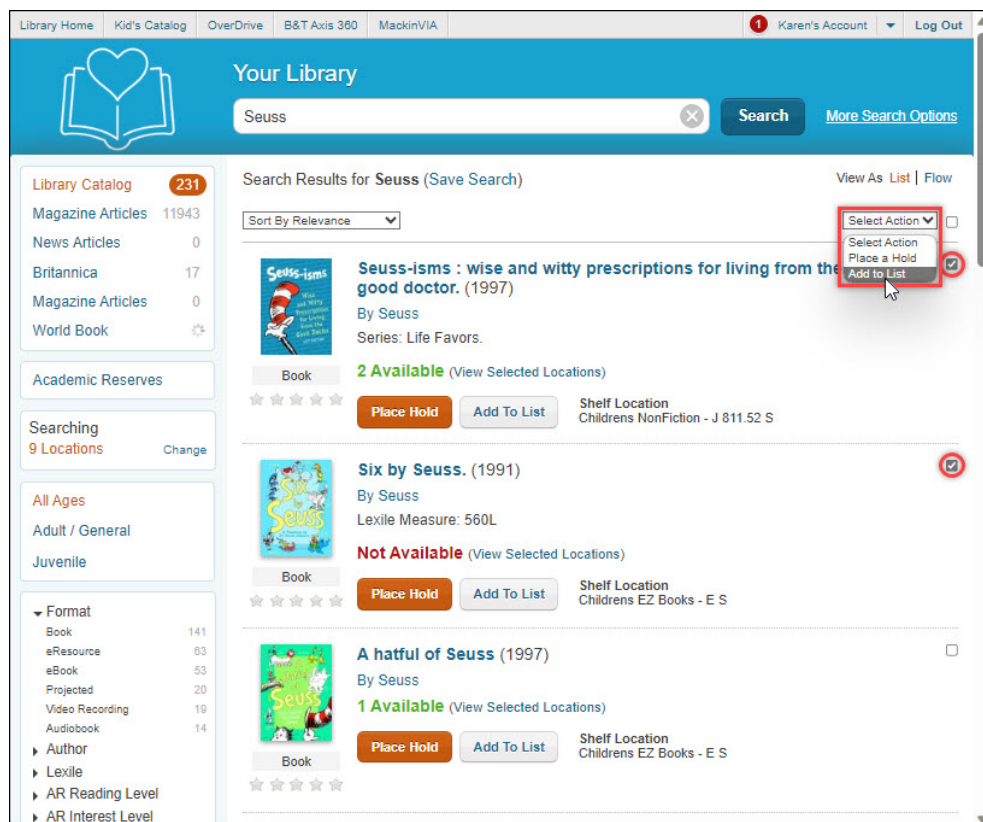
Add resources to a Prohibited Resource List

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.

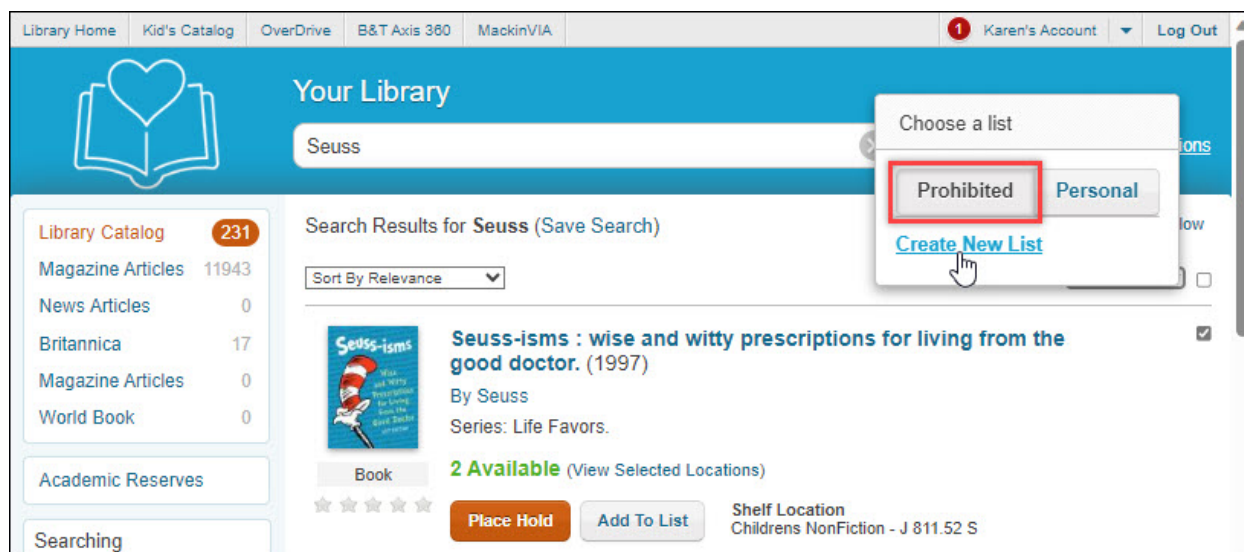


If you find multiple resources in your search results that you would like to add to a *Prohibited Resource List*, you can select the check box to the right of each title, as shown in the image below. Use the **Select Action** drop-down list and click **Add To List**.

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 each of the Student accounts to be associated with the *Prohibited Resource List*. Student associations are not required for *Prohibited Resource Lists*; students can be added to a *Prohibited Resource List* at a later time if necessary.

View As [List](#) | [Flow](#)

Choose a list

Prohibited **Personal**

Seuss **Save**

Students at Your Library

☐ [blurred]

☐ [blurred]

Students NOT at Your Library

☐ [blurred]

☐ [blurred]

☐ [blurred]

Click **Save** to save your list.

View As [List](#) | [Flow](#)

Choose a list

Prohibited **Personal**

Seuss **Save**

Students at Your Library

☒ [blurred]

☒ [blurred]

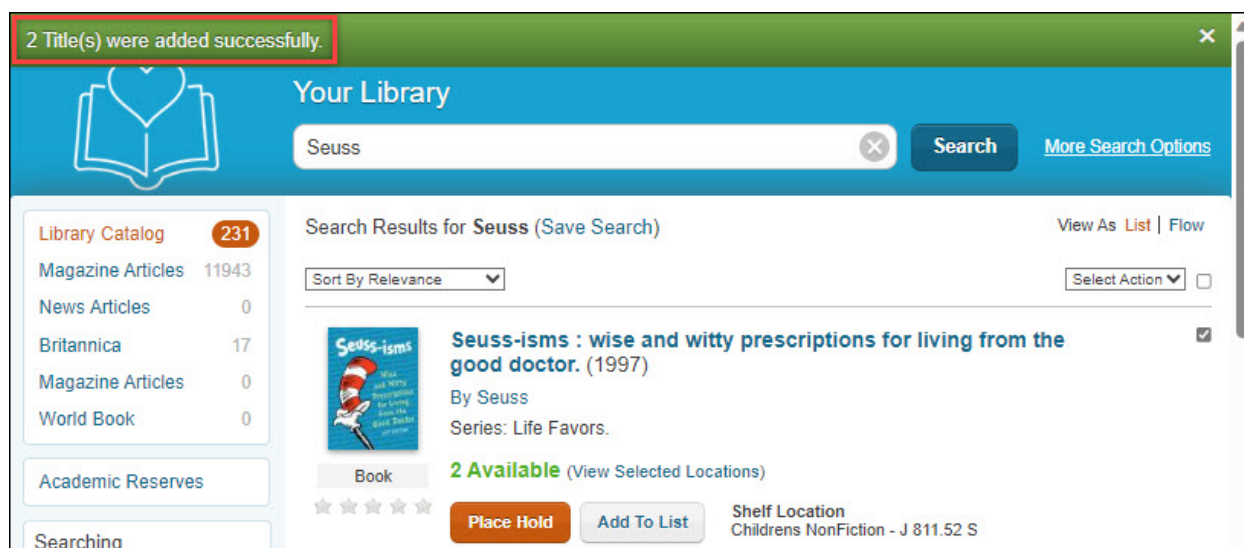
Students NOT at Your Library

☐ [blurred]

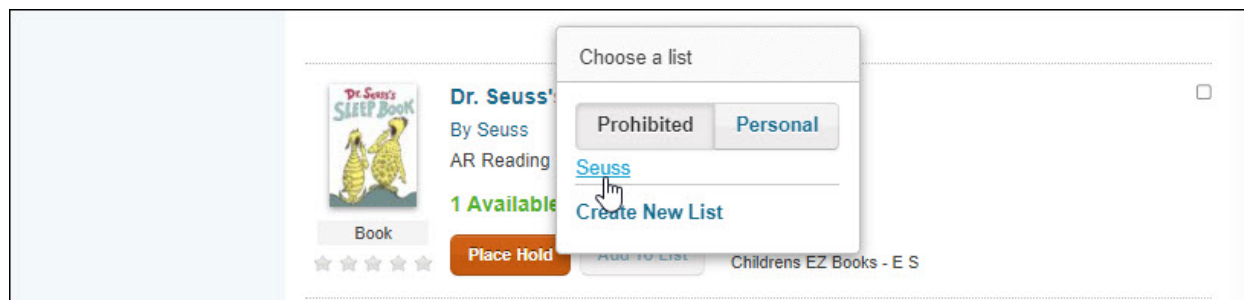
☒ [blurred]

☐ [blurred]

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



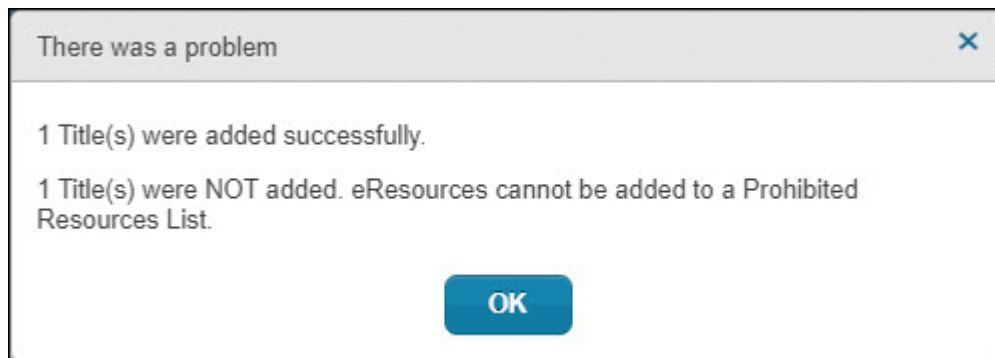
To continue to add to the newly created list, select the same list name for each new resource you add. You can also start a new list by creating a list with a different name. There is no limit on the number of lists you can create.



Note: eResources cannot be added to a *Prohibited Resource List*, as eResource title checkouts are performed through the eResource vendor and not governed by Library•Solution for Schools. 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.

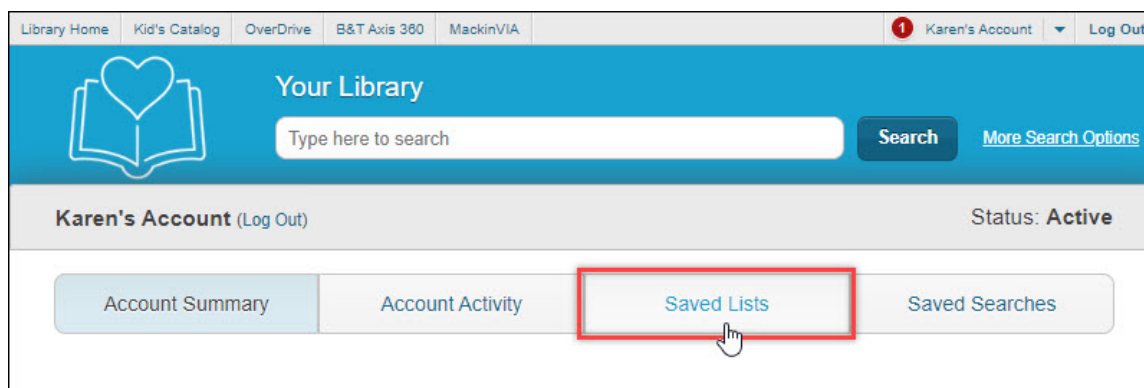
If you select multiple resources that you would like to add to a *Prohibited Resource List* that include eResources, a message displays indicating *X Title(s) were added successfully. X Title(s) were NOT added. eResources cannot be added to a Prohibited Resources List.*



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 **LS2 PAC**, 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.

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*.

Library Home Kid's Catalog OverDrive B&T Axis 360 MackinVIA 1 Karen's Account Log Out

Your Library

Type here to search **Search** [More Search Options](#)

Karen's Account (Log Out) Status: **Active**

Account Summary Account Activity **Saved Lists** Saved Searches

PROHIBITED LISTS

Seuss 3

PERSONAL LISTS

My List 0

Seuss (Rename or Delete)

Associated Students: [Student 1] and [Student 2] **edit**

Sort By Title

View Bibliography | Print List

Remove from List Place Hold ☐

Six by Seuss. (1991)

By Seuss

Check Availability

Place Hold Remove from List

Book

★★★★★

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.

Associated Students

Select students to be associated with this list.

Students at Your Library

☒ [Student 1]

☒ [Student 2]

Students NOT at Your Library

Students not at this school can be added to the list, but CANNOT access library materials for schools they do not attend.

☐ [Student 3]

☒ [Student 4]

☐ [Student 5]

Save **Cancel**