



# LCS Media Center and Classroom Library Access

In compliance with HB 1069 (2023) Leon County Schools has implemented a process that allows parents to choose their student's level of access to school media center and classroom library collections.

**IF YOU WOULD LIKE YOUR CHILD TO HAVE FULL & OPEN ACCESS TO ALL MEDIA CENTER AND CLASSROOM LIBRARIES, NO FURTHER ACTION IS NEEDED.**

**INFORMATION & DIRECTIONS ON LIMITING YOUR CHILD'S ACCESS CAN BE FOUND BELOW.**

If you select Parent Permission, the following process will take place:

**Parent Permission:** Each time your student would like to check out books from the media center or classroom library, the chosen book(s) will be set aside for 48 hours for you to approve.

Once LCS Media Services has received your selection, a pop-up note will appear on your student's Destiny account in the media center within 72 hours. An acknowledgement that this has been done will be sent to the school principal, assistant principal, and media specialist. School administrators are responsible for making sure your student's teachers are aware of your request.

Student with *Parent/Guardian Permission* material check-out process:

- The student self-selects a material.
- The student fills out a request form that includes a student signature.
- The student returns the request and the selected material to a media specialist or teacher.
- The media specialist or teacher places a hold on the selected material.

The media specialist or teacher notifies the parent/guardian by one of the following means:

- Email
- Written note if online access is unavailable (*NOTE: If written correspondence is used, the provision of the note should be documented in the media specialist or teacher's log of parent/guardian correspondence*).

Parents/guardians will have 48 hours to respond to the notification:

- If a response is not received, materials will be reshelved.
- If a response is received, the media specialist or teacher complies with the parent's request to provide students with the material or reshelve the materials due to denial of access.

## Directions to request Parent/Guardian Permission for Media Center and Classroom Libraries

1. Log into the FOCUS Parent Portal
2. Go to the Forms Summary Link on the left side of the screen
3. Select the LCS Media Center and Classroom Library Access form
4. Complete and Submit FOCUS Form

The completed form is routed to the Coordinator of Instructional Materials and Media. A book icon will appear next to the student's name in FOCUS to indicate the choice of Parent/Guardian Permission. This information will also be noted in the Destiny platform for Media Center check-out to provide this information to individuals at the circulation desk.