

INFORMATION ABOUT CASD REQUEST TO OPT-OUT OF SCHOOL LIBRARY MATERIALS

Chambersburg Area School District parent(s)/guardian(s) have the right to opt-out of library materials that they do not wish their students to access in the student's school library. Parent(s)/Guardian(s) may do so by filling out an electronic form found on the CASD Library Services website or a print copy found in each school's main office.

Information for the parent(s)/guardian(s) to consider before completing the form:

- **Only** parent(s)/guardian(s) who **DO** wish to opt their student out of print library materials must complete this form.
- Parent(s)/guardian(s) must complete a separate form for each student for whom they would like to restrict access.
- Only custodial parent(s)/guardian(s) may opt their student out of library books.
- This form applies only to **print school library books**. It does not apply to classroom libraries, curriculum books, databases, or books that the library does not own.
- Parents/guardians may opt their student out of ALL of the library print materials or may list specific materials for opt-out.
- If listing specific materials for opt-out, parent(s)/guardian(s) must list specific titles AND authors, not just topics, themes, or genres.
- Parent(s)/guardian(s) will list only books that the school library owns. They must verify that the school library owns the books before adding them on the form. They can do so by searching their student's school library catalog. To learn how to do so, go to the CASD Library Services website and follow the instructions there. Any submitted form that does not adhere to this requirement will be returned for resubmission.
- By completing this form, the parent(s)/guardian(s) also is opting their student out of all Sora ebook and audiobook access, as we are not able to filter or restrict a student's access to specific titles in Sora.
- By completing this form, the parent(s)/guardian(s) also is restricting their student from borrowing print library books from other CASD libraries.
- This opt-out form does not restrict students from visiting the library, does not guarantee that the student will not pull a book off a shelf and look at it, and does not guarantee that the student will not be exposed to or hear about content from a classmate.
- Once the Library Department receives the opt-out form, a librarian will send a confirmation email to the email address the parent(s)/guardian(s) provide on the form.
- The opt-out restriction will go into effect ten school days after the parent(s)/guardian(s) receive a confirmation email from the school librarian.
- If a parent(s)/guardian(s) has opted the student out of any books, the library staff will place a note in the student's library account listing the titles to be restricted.
- That note will remain in the student's library account until and unless the parent(s)/guardian(s) fill out the appropriate form to remove the opt-out restriction. That form is available on the CASD Library Services website or a print copy can be found in each school's main office.
- If one custodial parent or guardian opts their child out of any book, only that individual may remove the opt-out restriction.
- Parent(s)/guardian(s) should discuss this opt-out form with their students to ensure they are aware of restrictions before visiting the school library.
- School libraries purchase new materials yearly. As such, parents are encouraged to revisit and resubmit this form annually, if so desired.
- When students move to a new building, parents must resubmit this form to reflect restricted books for the new library.