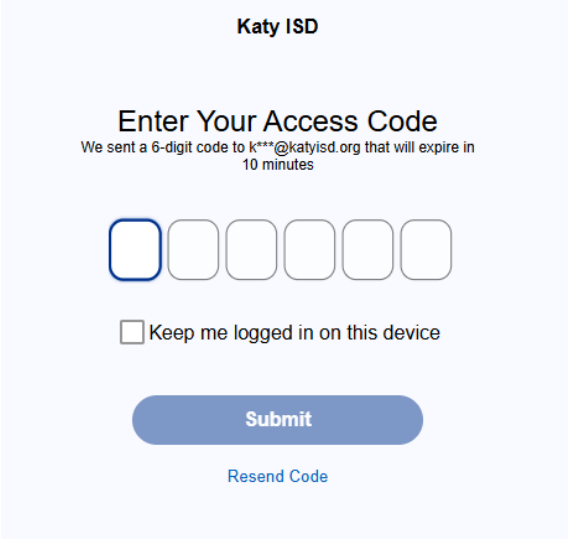
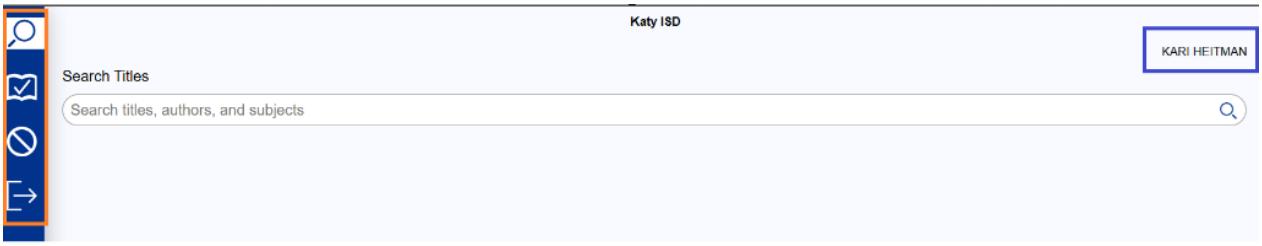
Parental Choice for Library Materials

1. Click on the following link to begin the process: Parental Choice for Library Materials
2. Type in the email address on file in Katy ISD for the **Primary Guardian** listed in your student's records.
3. Another parent/guardian can access and view the book titles but will not be able to make choices like the primary guardian can.
4. Once you type in a valid email address, a code will be sent to that email address to enter for access to the system.
5. Enter the code and click "Keep me logged in on this device" if you'd like to skip step 2 when you are ready to make changes to the permissions.



6. Once you enter the code you should see a screen with your student's name in the upper right corner. If you have more than one child in Katy ISD, there will be a drop-down menu to make choices for each specific child in your family.

7. In the left-hand margin, you will see four icons:
   a. Magnifying glass – search for titles, authors, and subjects
   b. Book with a check mark – Current books your student has checked out from the library catalog
   c. "No symbol" icon – Titles that you have decided your student is unable to check out from the library (blocked from checking out)
   d. Log out icon – Log out of the system here

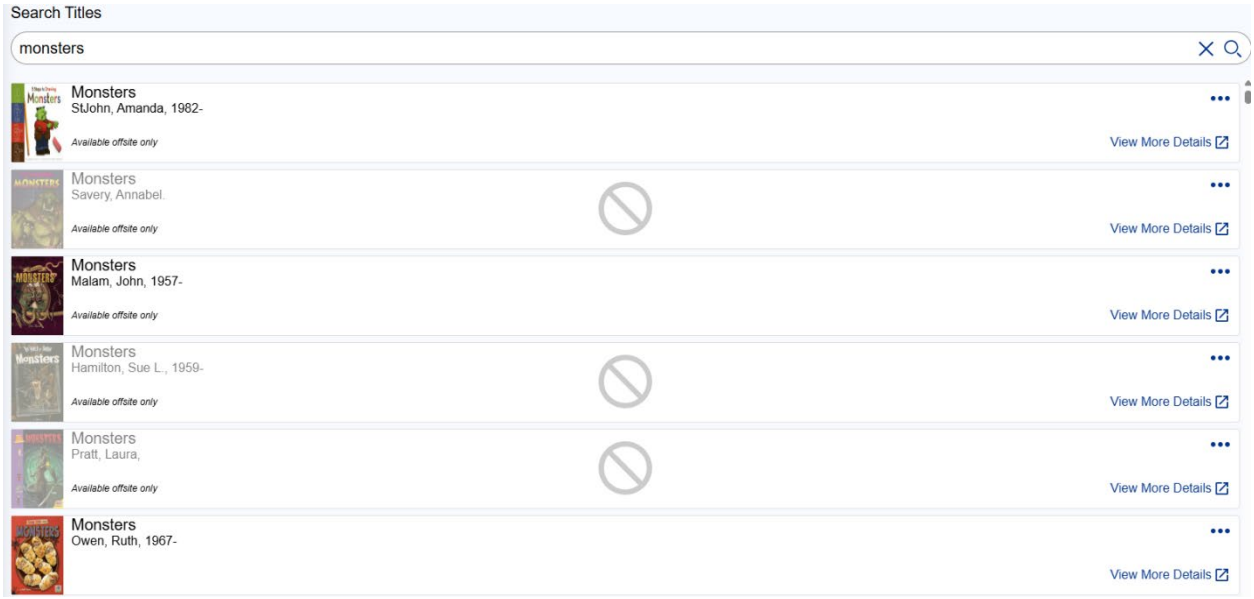


8. The system will always default to the magnifying glass so you can search for titles, authors, or subjects.
9. To make choices for titles or subjects your students is not able to check out, search for that title or subject. For example, you would like to limit your student from checking out books about monsters – search for monsters.
   a. You can click on "View More Details" if you'd like to know more about the book.

b. If you see a title you prefer your child not be able to check out of the library, click on the three dots and then click on the "Do Not Check Out to ...." in order to remove this title from your student's library selections.



10. If a title has been selected as "blocked" or unable to be checked out, you will see the "no symbol" marked in the middle of the screen for that title.



11. Repeat this process for any other titles, authors, or subjects you would like unavailable to your student and then log out.
12. When your student tries to check out one of these titles, a message will appear on the screen for the library staff letting them know the title is not available for your student to check out.
    a. Library staff will let your student know this book is not able to be checked out and have them choose another title.
    b. Library staff are unable to override your library materials choices for your student unless you go back into this system and change your choice to allow the book to be checked out.

Thank you for partnering with Katy ISD Library Services to help your student(s) make the best choices when selecting library materials. If you have any questions, please contact your campus librarian.