



Guardian Engagement

Getting Started with Guardian Engagement and how to prohibit titles for your student.

PAGE
02

How To Login to Guardian Engagement

PAGE
06

How to Prohibit Items by Title

PAGE
12

How to Prohibit Items by Topic

PAGE
18

How to View Loans or Loan History



How To Login to Guardian Engagement

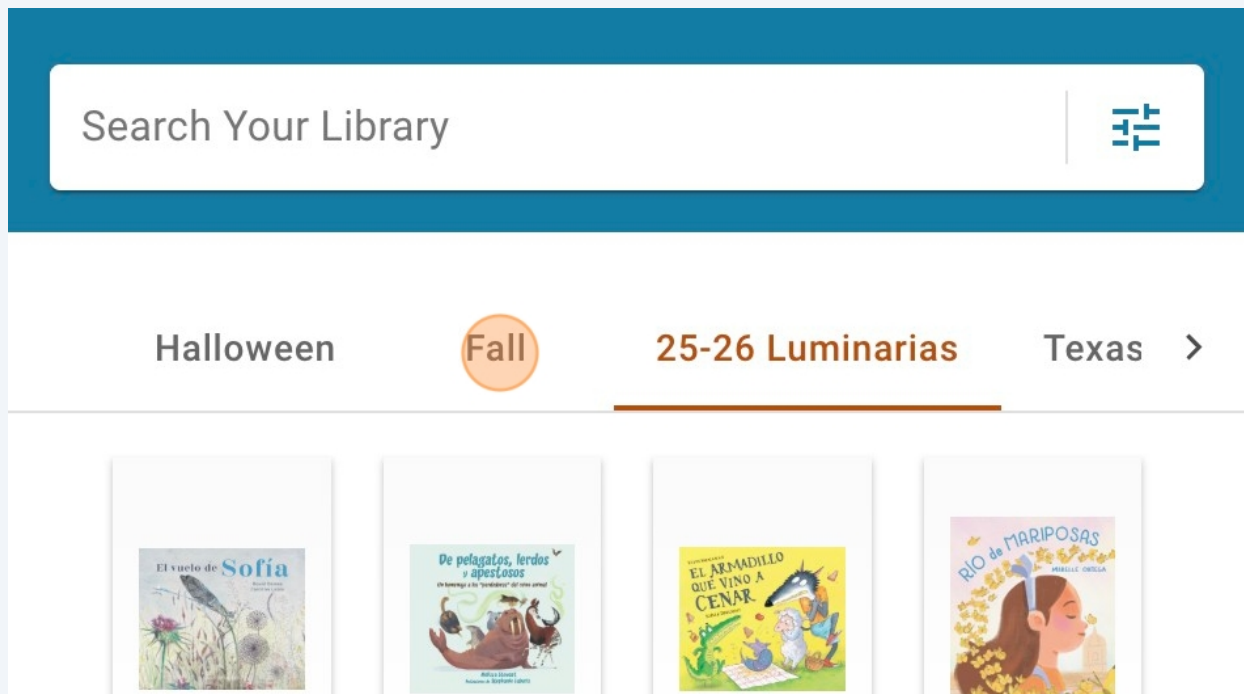
How to Add and Remove Titles to a Prohibited List (Guardian Engagement)

1

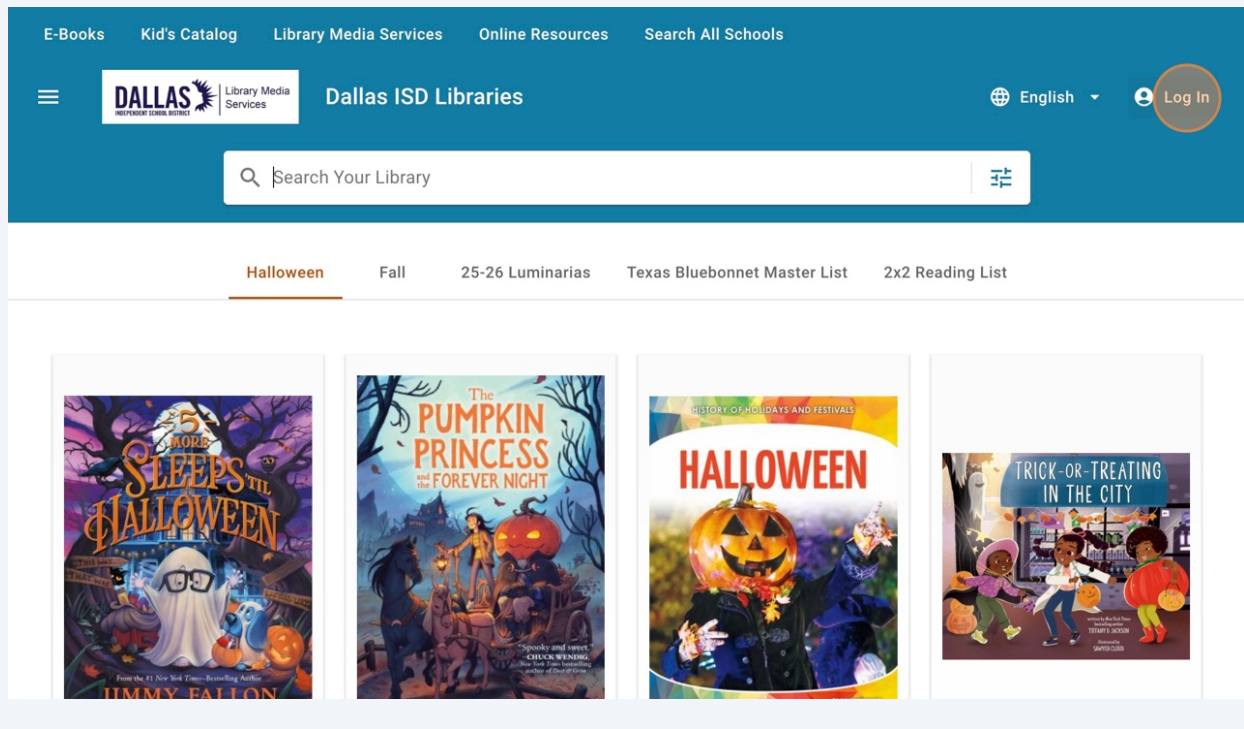
To access this feature: please email libraryservices@dallasisd.org or contact your school librarian to get your **Library Card #** and **PIN#**. Then click the "Library Card Number" field.

2

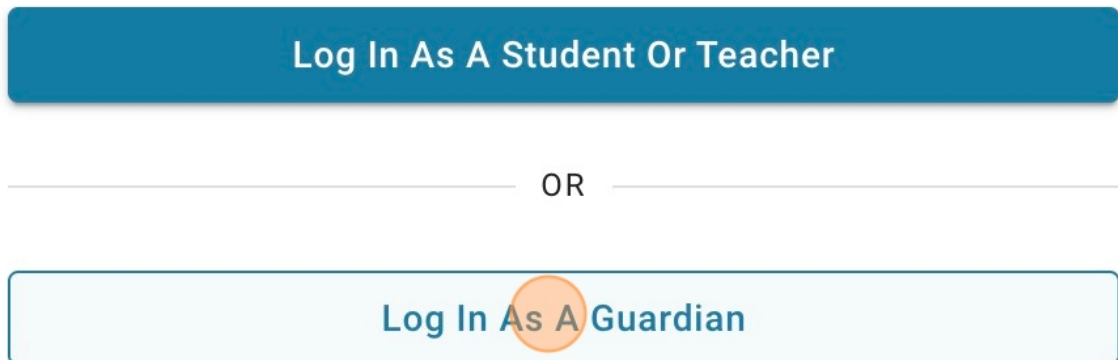
Navigate to <https://ls2.dallasisd.org/?config=pac#/>



3 Click "Log In" in upper right corner



4 Click "Log In as a Guardian"



5

Enter the credentials as provide by your school librarian or libraryservices@dallasisd.org

6

To create a Prohibited List in LS2 PAC, first search for the resources you want to add. Enter a keyword, phrase, author's name, or title in the Search box to begin.



How to Prohibit Items by Title

7 For example: **cats**, Click "search"

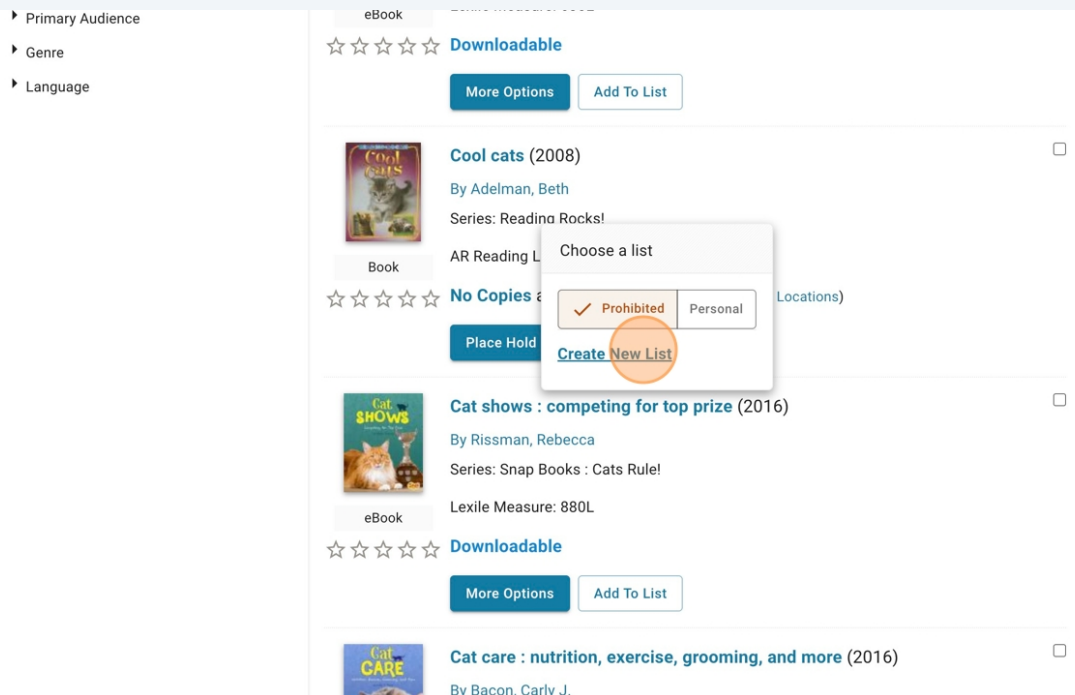
The screenshot shows the Dallas ISD Libraries website. The top navigation bar includes links for E-Books, Kid's Catalog, Library Media Services, Online Resources, and Search All Schools. The search bar contains the text "cats". The left sidebar shows the Library Catalog with 309 results, Magazine Articles with 0 results, and Britannica with 1,081 results. The main content area displays search results for "cats". The first result is "Cats (2017)" by Horton-Bussey, Claire, with a download button. The second result is "Cats (2015)" by Xist Publishing, which is marked as "Not Available" with 0 borrowers waiting on 2 copies. The "Add To List" button is highlighted in the second result.

8 If you find a resource you want to add to the List, click **Add To List**. You'll find this button next to **Place Hold** under the resource details.

The screenshot shows the Dallas ISD Libraries website with search results for "cats". The left sidebar shows filters for Primary Audience, Genre, and Language. The main content area displays search results for "cats". The first result is "Cool cats (2008)" by Adelman, Beth, with a "Place Hold" button and an "Add To List" button. The "Add To List" button is highlighted with an orange circle. The second result is "Cat shows : competing for top prize (2016)" by Rissman, Rebecca, with a "Place Hold" button and an "Add To List" button. The "Add To List" button is highlighted with an orange circle. The third result is "Cat care : nutrition, exercise, grooming, and more (2016)" by Bogan, Cindy, with a "Place Hold" button and an "Add To List" button. The "Add To List" button is highlighted with an orange circle.

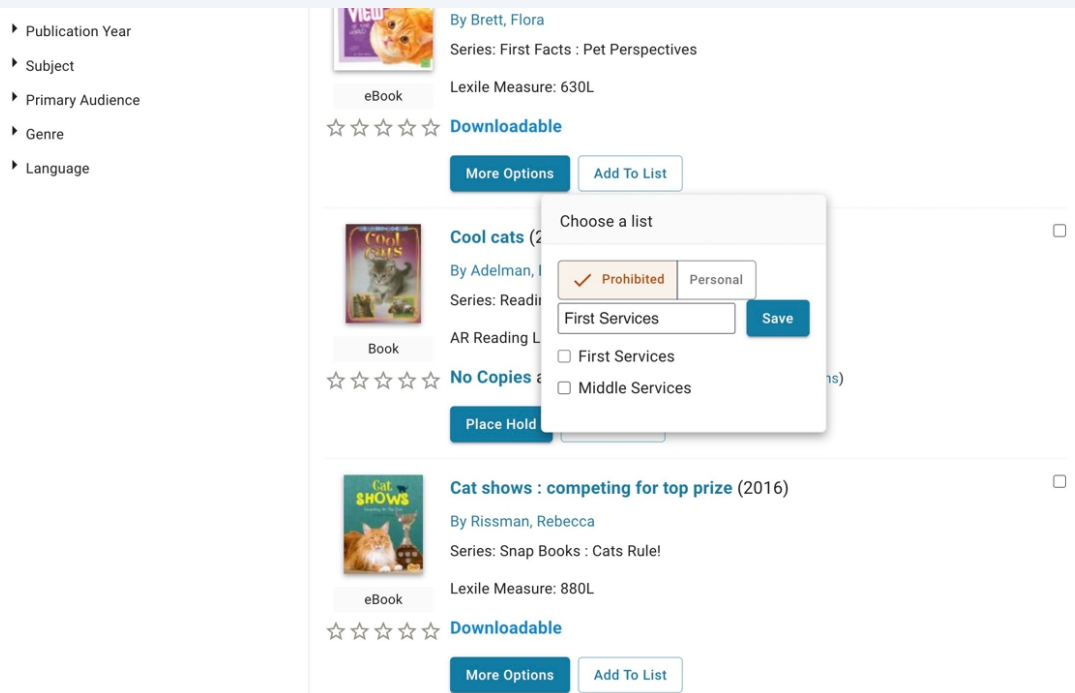
9

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".



10

Type a new name. We recommend you name the list with your child's name, Select the check box next to each of the Student accounts to be associated with the Prohibited List. Click Save



11

To add more resources, search additional titles or subject, add to the same list name. Or start a new list with a different name. You can create as many lists as you want.

Search Results for **pokemon** (Save Search)

Sort By Relevance

Library Catalog 13

Magazine Articles 0

Britannica 11

Searching All Locations

All Ages

Adult / General

Juvenile

Author

Kusaka, Hidenori, 10

Yamamoto, Satoshi, 6

Miyaki, Tetsuichiro, 4

Turnage, Bryant, 4

Jones, Gerard, 1957-, 3

Pokémon. Sword & Shield. 10 (2024)

By Kusaka, Hidenori

No Copies at LMS A/V Library (Check Other Locations)

Book

Place Hold

Add To List

Pokémon. Sword & Shield. 7 (2023)

By Kusaka, Hidenori

No Copies at LMS A/V Library (Check Other Locations)

Book

Place Hold

Add To List

Pokémon : Pokémon ranger and the Temple of the Sea (2008)

By Mizobuchi, Makoto

12

If you already have a saved list Click the saved list Ex.: "Child's Name (First)" to add title to existing list.

E-Books Kid's Catalog Library Media Services Online Resources Search All Schools

DALLAS ISD Libraries

English LS

Search Results for **pokemon** (Save Search)

Sort By Relevance

Library Catalog 13

Magazine Articles 0

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Kusaka, Hidenori, 10

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Book

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Add To List

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No Copies at LMS A/V Library (Check Other Locations)

Book

Place Hold

Add To List

Pokémon : Pokémon ranger and the Temple of the Sea (2008)

By Mizobuchi, Makoto

Choose a list

Prohibited Personal

First Services

Middle Services

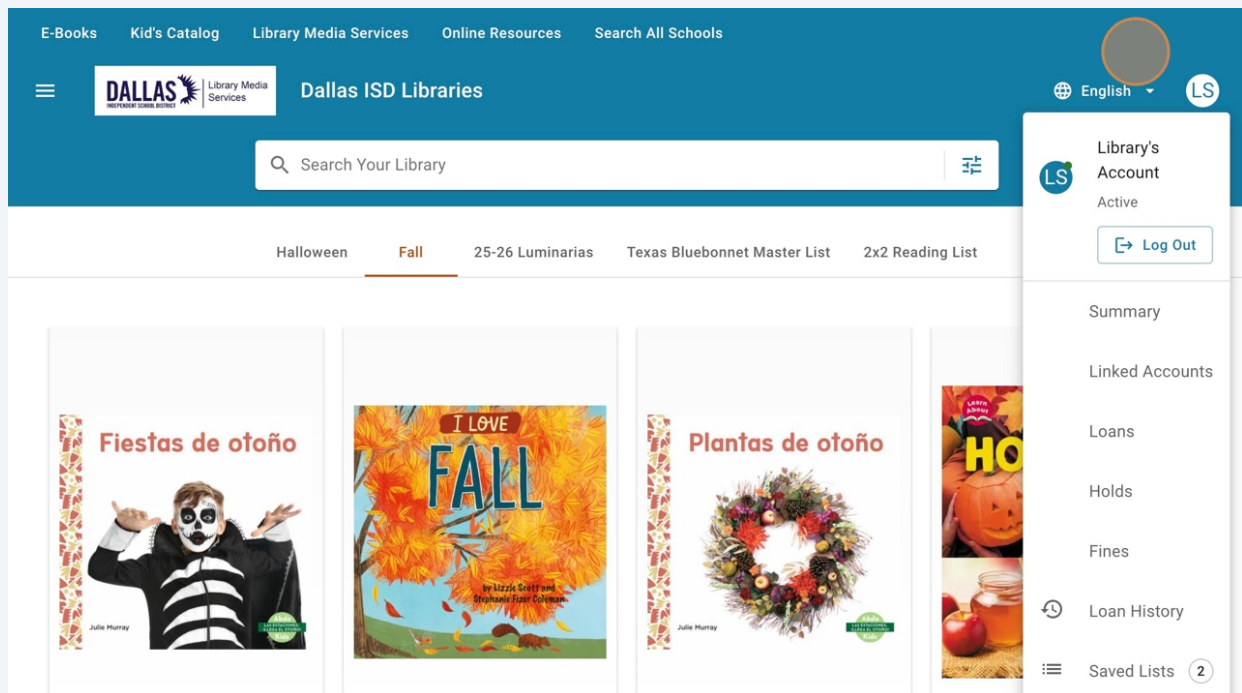
Save

First Services

Middle Services

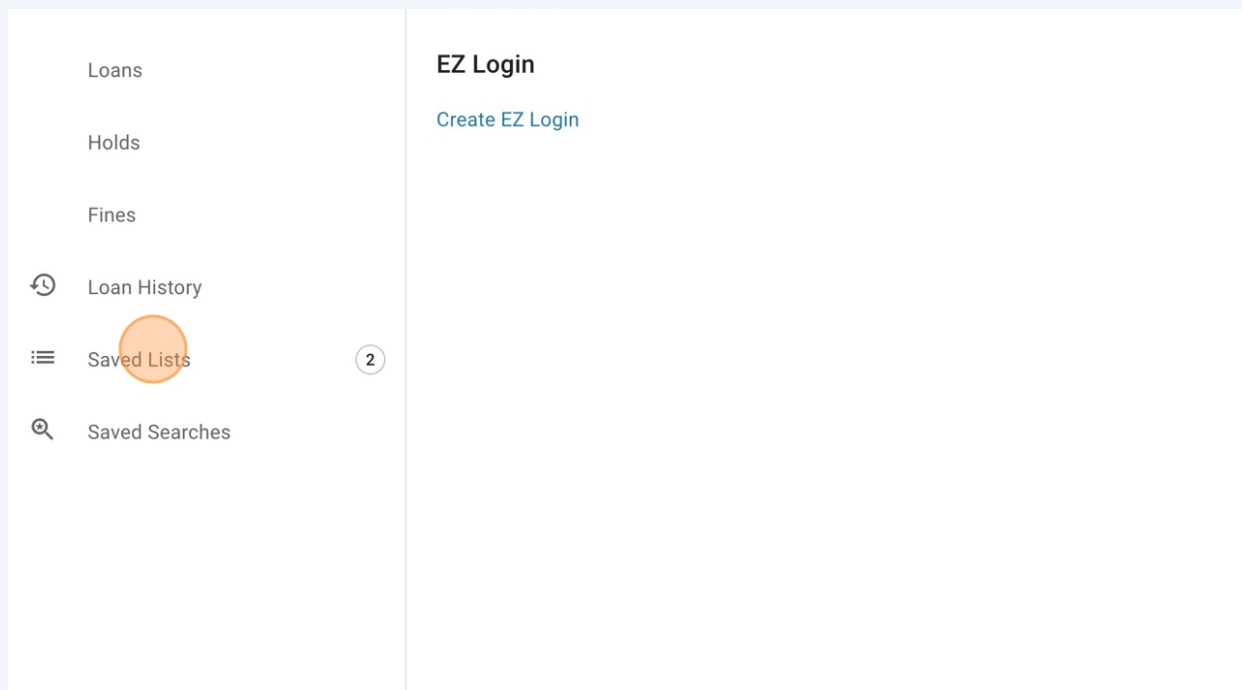
13

To add or remove a student or book to a Prohibited 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.



14

Click "Saved Lists" on the left pane



15

Your saved lists appear on the left under Saved List. The newest list opens in the center by default. Click Edit next to Associated Students to add or remove students or books from the list.

The screenshot shows the Dallas ISD Libraries account interface. On the left, the 'Saved Lists' section is active, indicated by a red circle with the number 4. The main content area displays a list titled 'First Services (1)'. A dropdown menu is open, showing options like 'Prohibited', 'Childs Name (First) (1)', 'Childs Name (Middle) (1)', 'First Services (1)', 'Middle Services (1)', 'Personal', and 'My List'. The 'First Services (1)' option is highlighted. Below the menu, a book titled 'By Adelman, Beth' is shown with a 'Place Hold' button circled in orange. The interface also includes a 'Log Out' button, a 'Summary' section, and a 'Sort By' dropdown set to 'Title'.

16

To remove a title, click "**Remove from List.**" Once a title is added, you are responsible for removing it later as needed as your child grows.

The screenshot shows the Dallas ISD Libraries account interface. On the left, the 'Saved Lists' section is active, indicated by a red circle with the number 4. The main content area displays a list titled '1 Resources'. A book titled 'Pokémon. Sword & Shield. 10 (2024)' by Kusaka, Hidenori is shown. The 'Remove From List' button is circled in orange. The interface also includes a 'View Bibliography' link, a 'Share This!' link, a 'Get RSS Link' link, a 'Print List' link, and a 'Sort By' dropdown set to 'Title'.



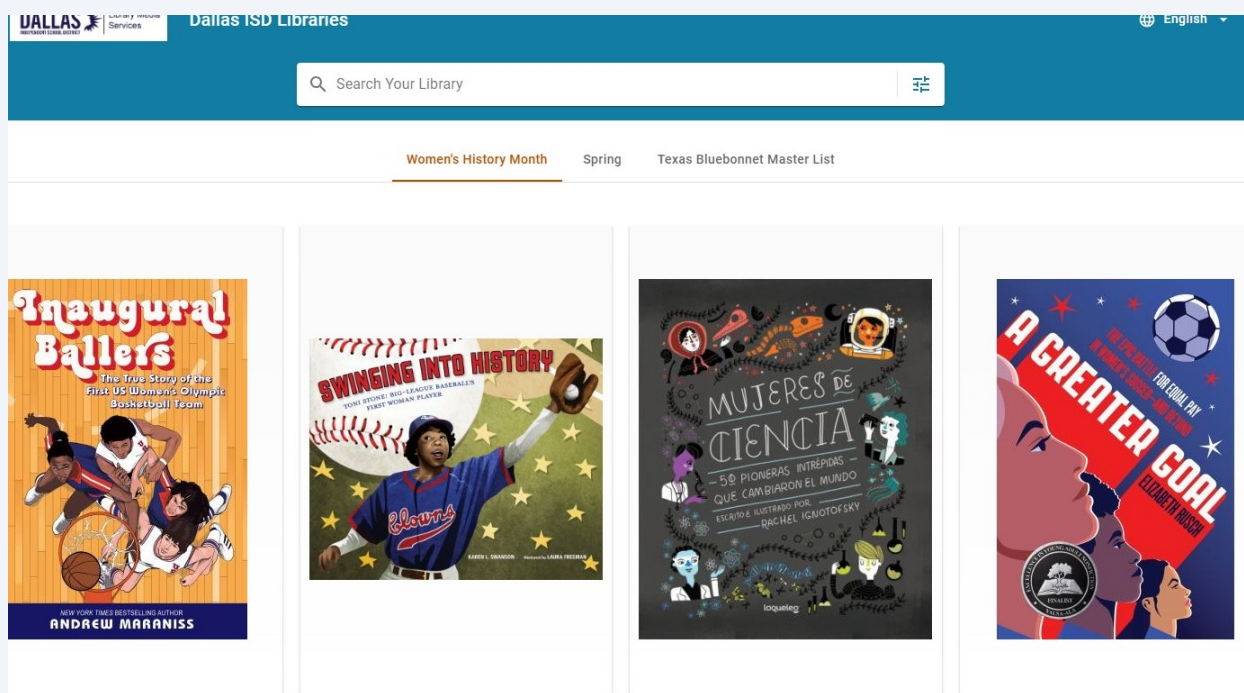
How to Prohibit Items by Topic

Managing Library Content by Topic (Guardian Engagement)

Use keyword searches to quickly find and add groups of related books to your child's prohibited list.

1

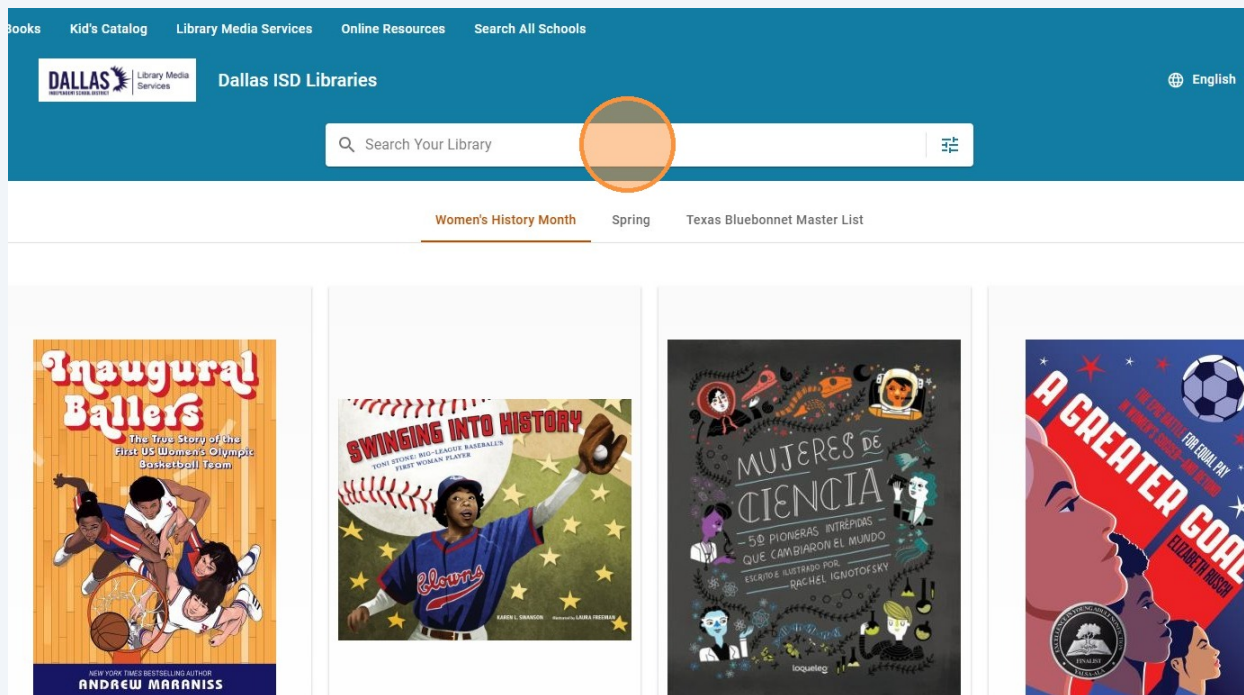
Navigate to <https://ls2.dallasisd.org/?config=pac#/> and login to your Guardian Engagement account.



2

To manage titles by topic, start by typing a keyword (like 'Holidays' or 'Tattoos') into the "Search Your Library" field.

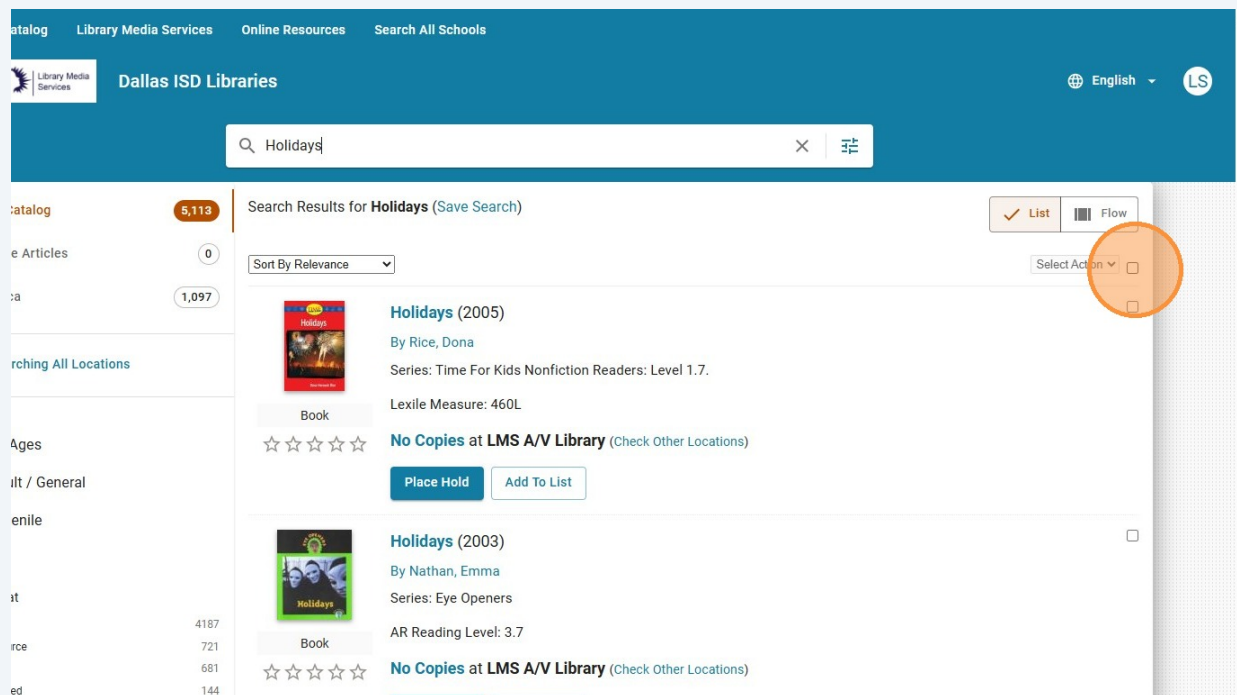
Examples: Holidays, Guns, Tattoos, etc.



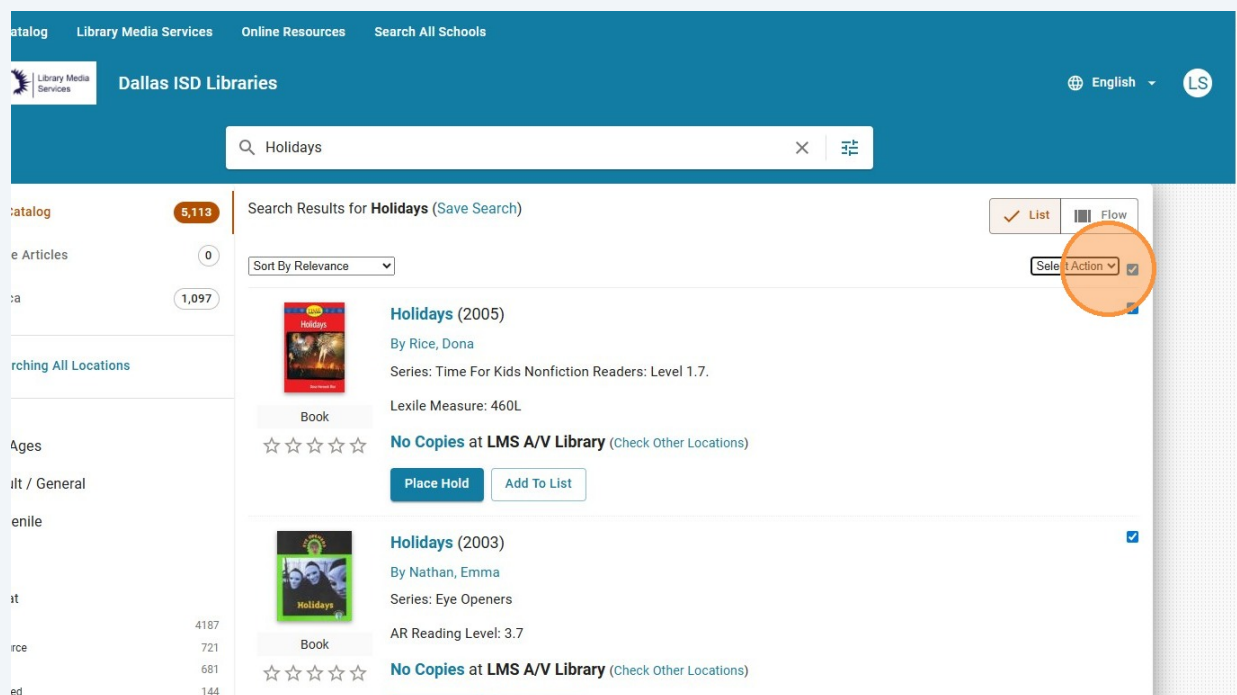
3

Click "Search"

4 Click the "Check all results" field.



5 Select the "Select Action" option.



6 Click "Prohibited".

The screenshot shows the Dallas ISD Libraries website. The search bar at the top contains the word "Holidays". Below the search bar, the results are displayed for "Holidays (Save Search)". The results are sorted by Relevance. The first result is "Holidays (2005)" by Rice, Dona, with a Lexile Measure of 460L. The second result is "Holidays (2003)" by Nathan, Emma, with an AR Reading Level of 3.7. Both results show "No Copies at LMS A/V Library (Check Other Locations)". A dropdown menu titled "Choose a list" is open on the right side of the page. The menu has two options: "Prohibited" (which is selected with a checkmark) and "Personal". Below these options are links for "Childs Name (First)" and "Childs Name (Middle)", and a button for "Create New List".

7 Click on the list you created for your child.

This will restrict all titles on this search page that are related to the keyword/topic searched.

This screenshot is identical to the one in step 6, showing the Dallas ISD Libraries search results for "Holidays". The "Choose a list" dropdown menu is open, and the "Prohibited" option is selected. The search results for "Holidays (2005)" and "Holidays (2003)" are visible, both indicating no copies are available at the LMS A/V Library.

8

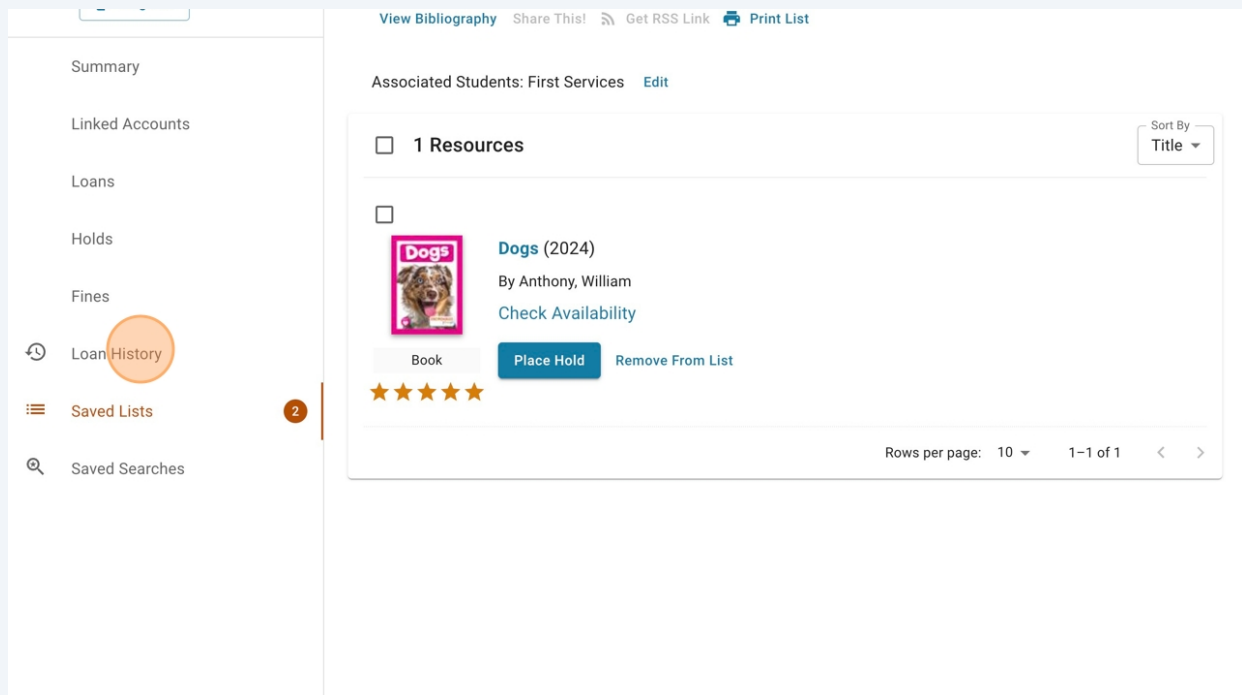
Continue to select all titles on every page of results.

Repeat this process for any more topics you wish to add.

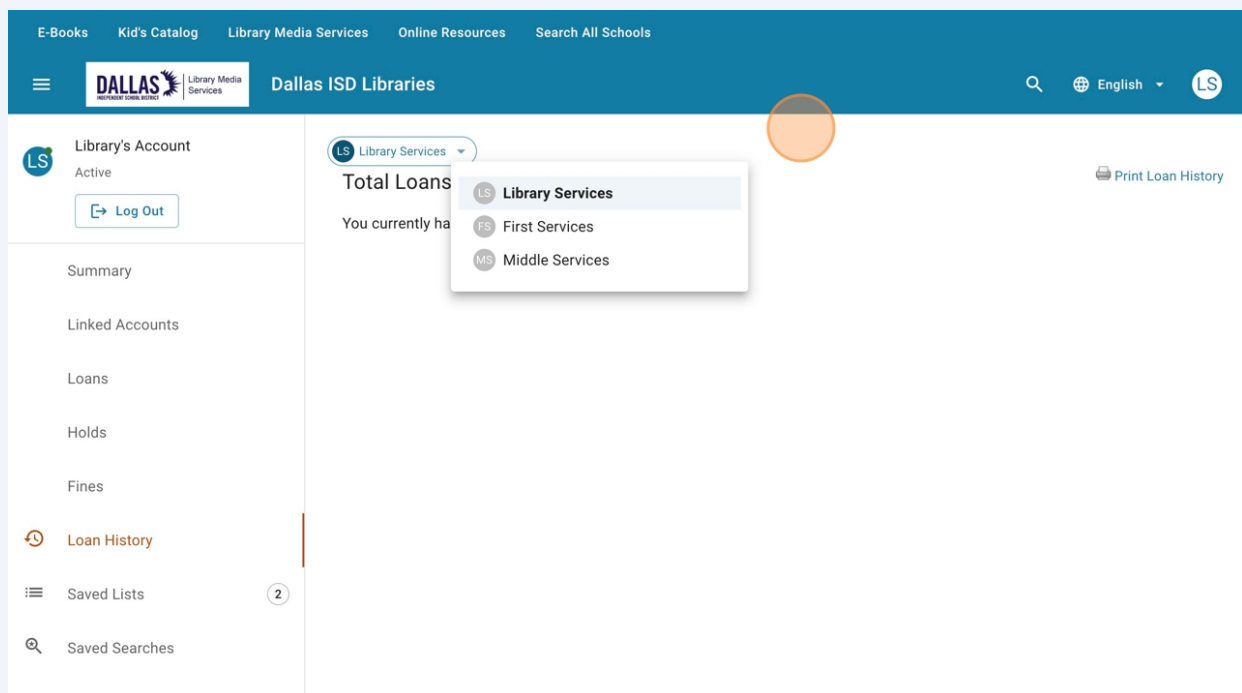


How to View Loans or Loan History

17 Select **Loans** or **Loan History** on the left.



18 Once selected, use the drop-down menu to choose an account. You'll then see the items that are currently checked out or have been checked out in the past.



19

Contact libraryservices@dallasisd.org with any questions.