Dear CCSD student and parent/guardian,

Congratulations! Thanks to a partnership between the Charleston County Public Library (CCPL) and Charleston County School District (CCSD), all students have been automatically registered for a free public library account.

A public library account gives students the ability to borrow books, movies, and other items from any library branch around Charleston County. The account also gives students access to digitally borrow materials that are available for downloading or streaming online including eBooks, movies and music through the district's Sora application available in Clever, as well as through the Libby and Hoopla applications. In addition, students can connect to more than 100 subscription databases for free. To place an item on hold, students simply log in to CCPL's library catalog.

The Limitless Learning (L^2) Program was created to better connect students to free resources and services available to them. While students will not receive a physical library card, the CCSD student username will serve as the library card account number. A password was automatically assigned to each student for this account. It is the last four digits of the student ID number. These login credentials will provide students full access to all library collections like a regular library card holder, with some enhanced benefits.

OPT-OUT NOTICES
Ensuring parental consent, parents/guardians may **opt their student out of the L^2 Program** by submitting a form online at ccpl.org/l2 or a paper form at their local branch. Opting out of the program would mean that the student will not have access to most CCPL resources and services unless they have a standard library card.

Parents may also **opt students out of Internet Usage**. This can also be done via an online form found at ccpl.org/l2 or by completing a paper form at a local branch. Opting out would prohibit the student's access to using the public computers at a library branch. However, Wi-Fi access cannot be blocked, and anyone may access the Wi-Fi using their own devices.

As with our regular library accounts, L^2 (L Squared) accounts are also fine-free, which means students will not accrue late fees or fines for materials returned beyond the due date. While students will not be charged, we ask that they be mindful and considerate of others who are waiting to check out those items. CCPL is asking that students please return items by the due dates. Also, while late fees will not be charged, a lost item fee will apply if the item is not returned 42 days after the due date. Unpaid lost item fees will not be referred to a collection agency as they are with the regular CCPL accounts. However, multiple lost items could result in the revoking or suspension of the library account.

The account is easier than ever to access digitally thanks to Sora. When the students are logged into the school library's digital collection, they can now simply toggle between the school district digital library and CCPL's to unlock even more age- appropriate books and audiobooks. To check out materials in person, students can enter their credentials into any self-check kiosk at a CCPL branch or provide their information to a staff member at check out.

How to Login to Your L^2 Account: **ccpl.org** and click on Classic Catalog or visit **catalog.ccpl.org**
Library Username: CCSD Student Username **Library User Password:** The last four digits of your CCSD Student ID Example: For John Doe, it's the first three letters of last name first three letters of first name last four digits of ID number = doejoh1234. ***NOTE: This username format applies to ALL CCSD schools, including Charter Schools.***

Students' L^2 accounts (L Squared) accounts provide automatic access to the internet CCPL website, ccpl.org. All Library Internet Stations use Web-filtering technology. Failure to use the Internet stations appropriately and responsibly as defined in CCPL's Computer, Printing, and Internet Use Policy will result in revocation of Internet privileges and/or library use privileges. Anyone who instructs or demonstrates to another person how to bypass Web-filtering technology will have Internet privileges and/or library use privileges revoked. The Computer, Printing, and Internet Use Policy may be found at ccpl.org/policies-procedures or by request at a library branch.

All library account information and updates will be sent via email from the library to the student's CCSD email account. These emails will include notifications when holds are ready for pickup, reminder of due dates and overdue materials and other account-related information. Please review the L Squared web page to find out how long you may check out an item and other important details about borrowing items from the library.

Upon senior graduation or transferring out of CCSD, the student's account will expire. Graduating students can sign up for a new library card by visiting any local branch.

If you have questions about this program or the account, you may email Lsquared@ccpl.org or you may call any local library branch during operating hours. If you have general questions about the library, you may call 843-805-6930 or email info@ccpl.org. CCPL and CCSD welcome you to the next step in limitless learning!

- Your Charleston County Public Library team

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L^2 USERNAME: _____

L^2 PASSWORD: _____