

Dear CCSD student and parent/guardian,

Congratulations! Thanks to a new 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 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 check out](#) materials that are available for downloading or streaming online including ebooks, movies and music through the district's [Sora application](#). 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 new [L² \(L Squared\) 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. This password cannot be changed. These login credentials will provide students all the access of a regular library card holder, with some enhanced benefits.

These special L² (L Squared) accounts are 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. So, 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 after 60 days. Unpaid lost item fees will not be referred to a collection agency. However, multiple lost items could result in the revoking or suspension of the library account.

The account is easier than ever to access thanks to Sora. When a student is 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 branch or provide their information to a staff member at check out.

How to Login to Your L² Account:
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.

Students who wish to access the internet on computers at CCPL branches must abide by the system's rules for internet use in the library. Prospective users will sign an Internet Acceptable Use Agreement. To assure parental guidance in children's use of the Internet: Children age seven and under require a signed Parental Permission Agreement and adult supervision; Children age eight through seventeen require a signed Parental Permission Agreement; Individuals age eighteen and older are required to sign an Acceptable Use Agreement. The library reserves the right to require all prospective users to attend an orientation session as a condition for access to the library Internet stations. Orientation will include training in the use of software and hardware, and guidelines for the responsible care of library equipment. Internet use will be managed in a manner consistent with the library's Code of Conduct,

which has been adopted by the Board of Trustees and is posted in the library. All Library Internet Stations use web filtering technology. Adults may request that the web filter be turned off for bona fide research. All minors will have only web filtered access. Failure to use the Internet stations appropriately and responsibly as defined in the Acceptable Use Agreement 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 rest of the Internet policy may be found on the [library's website](#).

Students with existing regular library accounts who had previously submitted completed Internet Acceptable Use Agreements signed by their parent/guardians to the public library can have that access transferred to their new L Squared account by speaking to a library staff member at any branch. Those students who did not have a library account previously and would like internet access at a library branch will need to submit a signed Internet Acceptable Use Agreement to 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, 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!