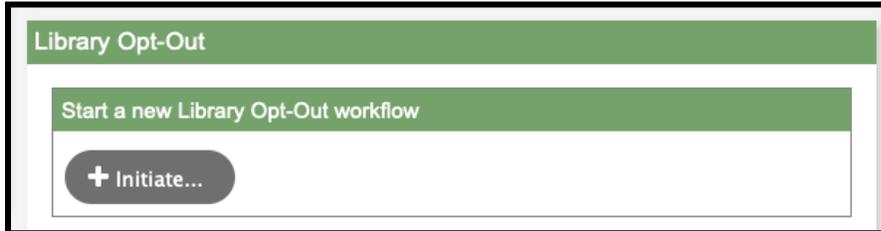


Hanover Public Schools Library Materials Opt-Out Instructions for Individual Students

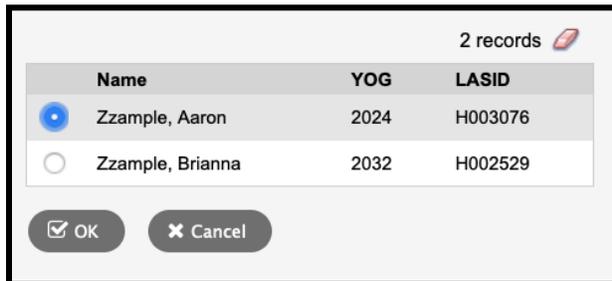
[Log into Aspen](#), and on the homepage, locate the *Library Opt-Out* widget.

Click *Initiate*.



The screenshot shows a green header bar with the text "Library Opt-Out". Below it is a white box with a green bar at the top that says "Start a new Library Opt-Out workflow". At the bottom of this white box is a dark grey button with a white plus sign and the text "Initiate...".

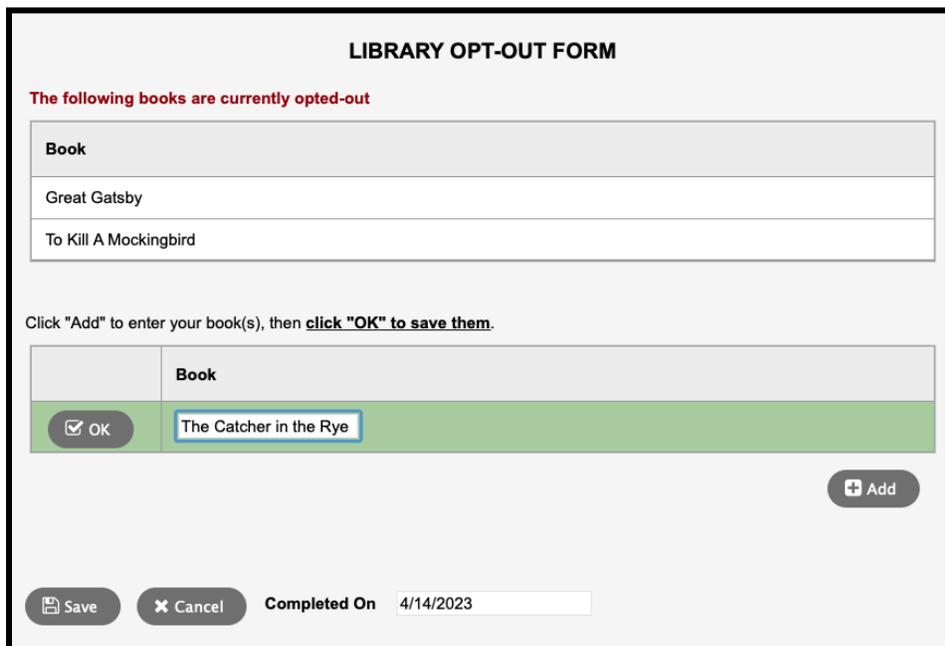
Select your student from the pop-up menu and click OK.



The screenshot shows a pop-up menu with a table of student records. The table has three columns: "Name", "YOG", and "LASID". There are two rows of data. Below the table are two buttons: "OK" and "Cancel".

Name	YOG	LASID
Zzample, Aaron	2024	H003076
Zzample, Brianna	2032	H002529

Click *Add* to enter a new book and then enter the book title.



The screenshot shows a form titled "LIBRARY OPT-OUT FORM". It has a section for "The following books are currently opted-out" with a list of books: "Great Gatsby" and "To Kill A Mockingbird". Below this is a section for adding a new book, with a text input field containing "The Catcher in the Rye" and an "Add" button. At the bottom of the form are "Save" and "Cancel" buttons, and a "Completed On" field with the date "4/14/2023".

Click the *OK* button and then click *Save* to submit your opt-out(s).

Review your request.

LIBRARY OPT-OUT FORM

The following books are currently opted-out

Book
Great Gatsby
To Kill A Mockingbird

Click "Add" to enter your book(s), then **click "OK" to save them.**

Book
The Catcher in the Rye

+ Add

SaveCancelCompleted On

Additional Information

You may view your opted-out books in Aspen by clicking on the *Library* tab on your student profile page.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Student List :: 11 - Zzample, Aaron ED EPP

Options ▾ Reports ▾ Help ▾

Save Cancel Hanover Details ▾

Demographics Activities Alerts Photo Athletics Bussing Saved GPA-Rank Award McKinney - Vento Library

Opt-out Books

Date	Book
04/14/2023	To Kill A Mockingbird
04/14/2023	Great Gatsby
04/14/2023	The Catcher in the Rye

Save Cancel