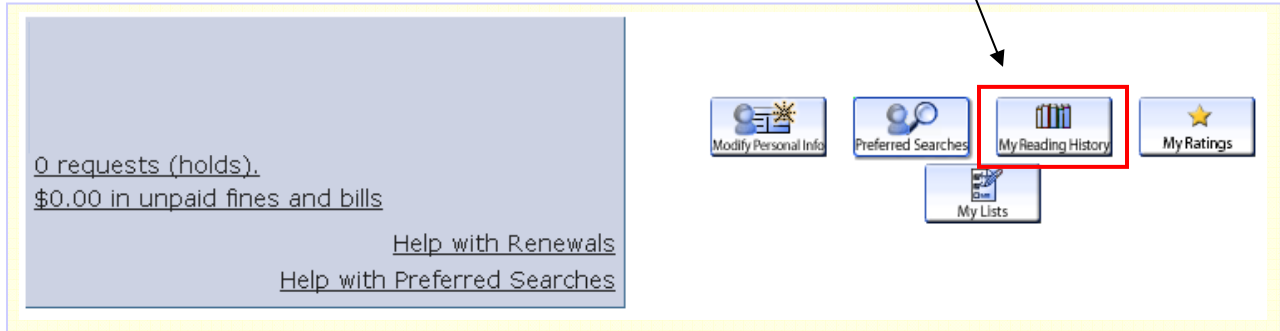


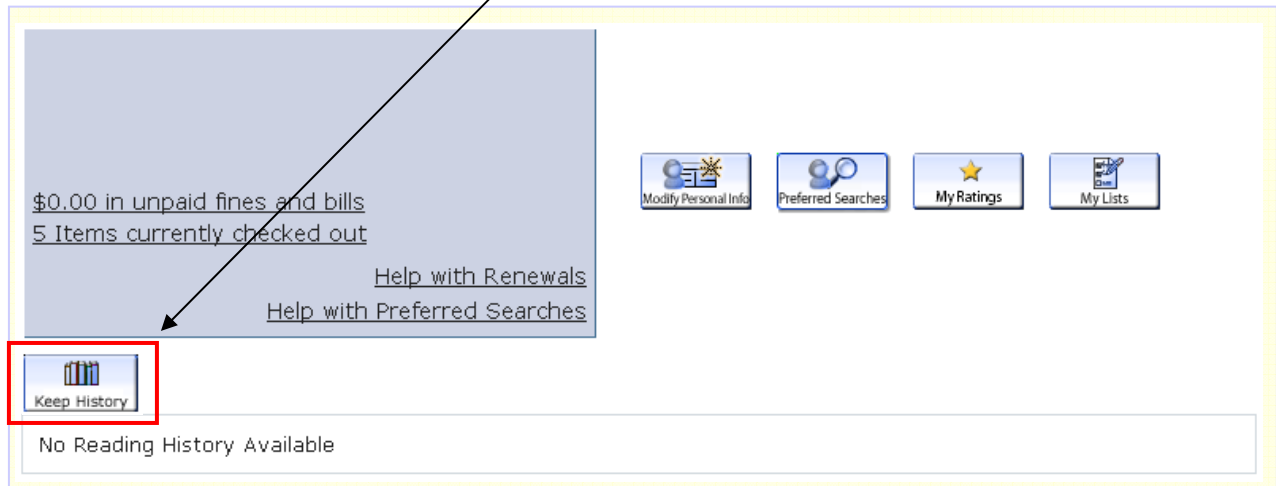
Keep Your Reading History

Would you like to keep a running history of which library items you have checked out over time? Now you can. Here's how.

- 1. Log into your library account.
- 2. From your library account screen, click on the "My Reading History" button.



- 3. Click on the "Keep History" button found on the left-hand side below your personal information.



- ➔ 4. Notice that the “Keep History” button now says “Stop History”. This means you have successfully activated the Reading History service!

Starting from this point on, items that you check out will be recorded and stored on this page. Items that you already had checked out prior to starting the service will not be included in the history.

This screenshot shows a library account interface. On the left, a grey box displays account information: "\$0.00 in unpaid fines and bills", "5 Items currently checked out", and links for "Help with Renewals" and "Help with Preferred Searches". To the right are four navigation buttons: "Modify Personal Info", "Preferred Searches", "My Ratings", and "My Lists". At the bottom left, a "Stop History" button with a trash can icon is highlighted with a red border. Below this button, a white box contains the text "No Reading History Available".

- ➔ 5. As you check out items, they will show up in your reading history as depicted in the graphic below. Notice that you can select items to be deleted from your history at any time. You can also discontinue the Reading History service altogether by clicking on the “Stop History” button.

This screenshot shows the same library account interface as above, but with a reading history table. The "Stop History" button is now highlighted with a red border. An arrow points from the text in step 5 to this button. The table below is titled "Reading History (2)" and contains two rows of item data. Each row has a "Mark" checkbox, a "Title", an "Author", a "Checked Out" date, and a "Details" link.

Mark	Title	Author	Checked Out	Details
<input type="checkbox"/>	Straight talk on investing : what you need to know / Jack Brennan ; with Marta McCave.	Brennan, Jack, 1954-	12-30-2008	
<input type="checkbox"/>	Mortgages 101 : quick answers to over 250 critical questions about your home loan / David Reed.	Reed, David (Carl David), 1957-	12-30-2008	

At the bottom of the table, there are control buttons: "Delete Marked", "Delete All", "Export List", and "Stop History" (highlighted in red).

Frequently Asked Questions about Reading History

1. Can library staff or others see what I've checked out?

No. Only you can see what you have checked out by logging into your library account with your library card number and PIN. Library staff can not see patrons' Reading Histories.

2. Will it show me the items I've checked out so far?

Unfortunately, no. Titles begin to show up on your Reading History with the first item you check out AFTER you opt in to the process. It will then record your checked out items from that point forward, unless you turn it off.

3. When I turn off the Reading History service, can I later recover that history?

No. In fact, before you can turn off the Reading History service, you must delete all the items in your history.

Have other questions? Ask any staff member or call us at 427-1540.