READING HISTORY

Your online account has a feature that will allow you to keep a history of items that you have checked out, if you so desire.

- **This is an OPT-IN feature**
  You must turn this option on in order to retain your checkout history. If you do not want this information tracked, the system will NOT track it.

- **You can opt out at any time**
  If you change your mind, you can turn off this feature. Turning off this feature will purge your checkout history; if you later decide that you'd like the checkout history turned back on, the system cannot recover any previous data.

- **Your checkout history is private and cannot be accessed by the library staff or any third parties**
  We take patron privacy very seriously. Checkout history is stored on your online account only. Your online account cannot be accessed from any staff-end software.

Turning on Reading History

1. **Log in to your account and view your account.**
   Once you've logged in, your name will appear at the top right hand corner of the page. Click on your name to view your account.

2. **Click on "Reading History" on the left hand side of the page.**

3. If your account has not had this feature enabled, there will be no information displayed. To turn on this feature, click on **"Save Reading History."**

```
Checkouts (3)
Fines/Fees ($0.00)          Save Reading History
ILL
Programs                    No Reading History Available
Holds (0)
Reading History
Preferred Searches
My Lists
```

4. That's it! To view your account history, simply return to the **Reading History** screen on your account.

Functions in Reading History

Deleting Items

You can delete items from your reading history. Simply check the checkbox to the left of the title and select "delete marked." Or, if you would like to delete your entire reading history, click on "delete all."

Export Reading History

You also have the option to export your reading history. Click on the "Export Reading History" button.

You can export your list in detailed or abbreviated formats and you have the option of saving your list to your computer, sending it to yourself via email, or opening it as a printable version in your internet browser.

Opt Out

You can opt out at any time. Please be aware that opting out will delete your reading history **FOREVER**. If you change your mind later, you will not be able to recover your previous data.

To opt out:

1. **Delete your reading history.**
   The system will not allow you to opt out of reading history if you have any reading history retained. To delete your reading history, click on the "Delete All" button. The system will ask you to confirm your action before proceeding. **Please note that this is the point of no return!** Once you click "OK", you **cannot** recover your history later!

2. **Click on the "Opt Out" button.**
   Once you click "Opt Out", your reading history page will look exactly like it did before you turned on the feature. Should you change your mind, you can always turn account history back on by following the steps listed on the previous page.