

# Reading History



## To start your reading history:

1. Click Patron Account on the menu bar, and log in. The My Record page is displayed.
2. Click Change Preferences on the My Record page. The Preferences page is displayed.
3. Select Start History.
4. Click [SAVE].
5. Note: Your reading history begins with the next item you check out from the library. However, the item may not actually appear in your reading history until the library has processed the information, typically during overnight processing.
6. Click back to return to the My Record page, or click Log Out to quit working with your patron account.

## To view your reading history:

1. Click Reading History on the Patron Account submenu.
2. The Reading History page is displayed.

## To clear and stop your reading history:

1. Click Change Preferences on the My Record page or click Change Preferences on the Reading History page.
2. The Preferences page is displayed.
3. Select Stop History.
4. Click [SUBMIT].
5. Your reading history is cleared and stopped.

**Important: When you stop the reading history, the information in the history is not stored. It is permanently removed from your patron account and the system.**

## To return to the patron account (My Record) display:

- Click My Record in the Patron Account submenu.

## To quit Patron Access functions and protect your privacy:

- Click Log Out.