

Your Reading History

IMPORTANT – *Information in your reading history may be accessed by law enforcement personnel without your consent.*

Start a Reading History

1. Click **My Record** on the **My Account** menu and log in.
2. Click **Contact Information and Preferences** on the My Record page.
3. The Contact Information area expands
4. Select (check) **Maintain reading list**.
5. Click **Submit Change Request**.

Your reading history will begin with the next item you check out, but the item may not actually appear in your reading history list until the next day.

View an existing reading history

1. Click **Log In** on the **My Account** menu and log in if you have not already done so.
2. Click **Reading History** on the **My Account** menu.
3. Your reading history is displayed.
 - To sort the list, click a column name. For example, click **Title** to sort the list by title.
 - To remove individual titles from your reading history, click the check box by each title you want to remove and click **Delete Selected**. To delete all the titles on the page, click the check box at the top of the list and click **Delete Selected**

Clear and stop your reading history

1. Click **Contact Information and Preferences** on **My Record** page, or click **Change Preferences** on the Reading History page.
2. Select the **Maintain reading list** check box to clear it.

IMPORTANT: When you stop the reading history, the information in the history is not Stored. It is permanently removed from the system.
3. Click **Submit Change Request**.

Note: If you receive outreach services from the library, your reading history is always active. You cannot clear and stop it.