

**New option to keep track of the books you have read!**

**Use the following instructions to maintain a list. Please contact the library with any questions.**

*NEW FEATURE!*

TO CREATE A LIST OF ITEMS YOU HAVE CHECKED OUT

- 1) Go to **My Account**
- 2) Choose "Account Preferences" tab
- 3) Choose "Search Preferences" tab
- 4) Check off "Keep history of checked out items"
- 5) Check off "Keep history of holds" if so desired

TO VIEW LIST OF ITEMS YOU HAVE CHECKED OUT

- 1) Go to **My Account**
- 2) Choose "Items Checked Out" tab
- 3) Choose "Checkout History" tab

Remember... this list will begin only after you have activated the "Keep History" option!