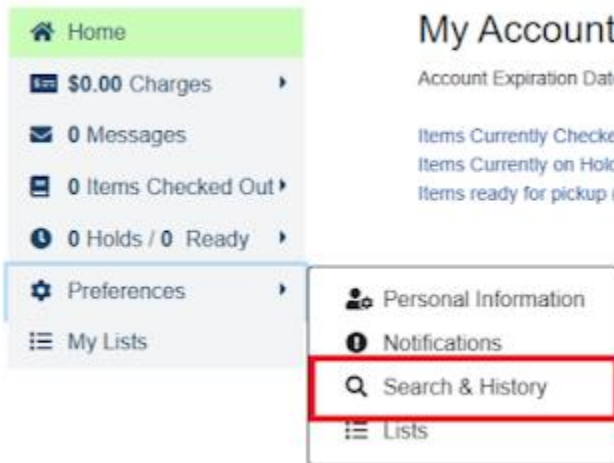


## Enabling Check Out History

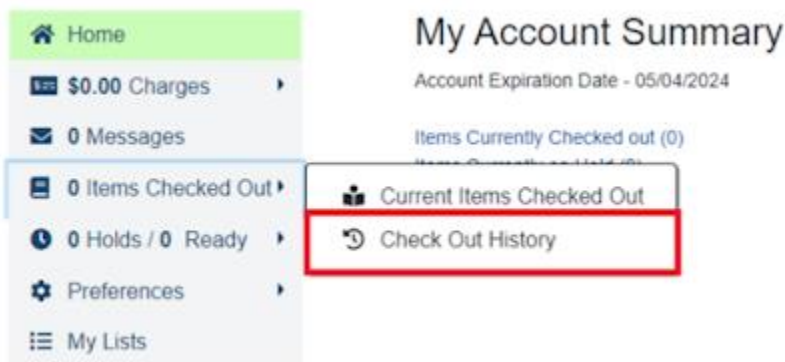
You can opt-in to keeping your check out history by signing into the catalog and clicking the link in the top right labeled, "My Account." This will bring up the Account Summary page. From here you navigate to Preferences -> Search & History, check the box labeled, "Keep history of checked out items?" and then click the save icon below. Voila! You will now have a record of every book you check out.



**It's important to note that keeping a check out history is not retroactive.** You will only be able to see a record of items you check out going forward. Items you have checked out prior to enabling this feature will not be visible.

## Viewing Check Out History

Now let's look at how you can view your check out history. The first thing you'll have to do is go to the Account Summary page again. Instead of navigating to Preferences->Search & History, this time you're going to click on the button that says, "X Items Checked Out." This brings up another sub-menu where you can select, "Check Out History."



Once the page loads, you will be greeted with a list of items you've checked out in chronological order from most to least recent.

## History of Checked Out Items

 Delete Selected

| <input type="checkbox"/> | Title                 | Author | Call Number  | Checkout Date | Due Date   | Date Returned | Barcode        |
|--------------------------|-----------------------|--------|--------------|---------------|------------|---------------|----------------|
| <input type="checkbox"/> | Worcester test record |        | TEST         | 05/04/2022    | 05/25/2022 | 05/04/2022    | A17800273668   |
| <input type="checkbox"/> | Worcester test record |        | TEST         | 05/04/2022    | 05/25/2022 | 05/04/2022    | 38139013149077 |
| <input type="checkbox"/> | Worcester test record |        | TEST         | 05/04/2022    | 05/25/2022 | 05/04/2022    | 38139000977530 |
| <input type="checkbox"/> | CWMARS TEST RECORD    | CWMARS | CW MARS TEST | 05/04/2022    | 05/11/2022 | 05/04/2022    | A90200024049   |

 Download CSV

**Patrons will also be able to see items you've previously checked out when searching the public catalog.** For instance, say my Uncle Iro is a big fan of the band Test, now when he searches the catalog for Test Records all the titles he's checked out previously will display a helpful reminder that says, **"I have checked out this item before."**

### CWMARS TEST RECORD Book

CWMARS.

Call number: CW MARS TEST

1 of 1 copy available at All C/W MARS Libraries.



I have checked this item out before

### Worcester test record Book (2012)

Call number: TEST

3 of 3 copies available at All C/W MARS Libraries.



I have checked this item out before

## Disabling Check Out History

You can disable keeping your check out history by simply unchecking the box on the Search & History Preferences page mentioned above. If you choose to do so, however, it will not only fail to log future check outs but will delete your record of past ones as well. If you would like, you can download a copy of your check out history by clicking on the "Download CSV" button below it.