

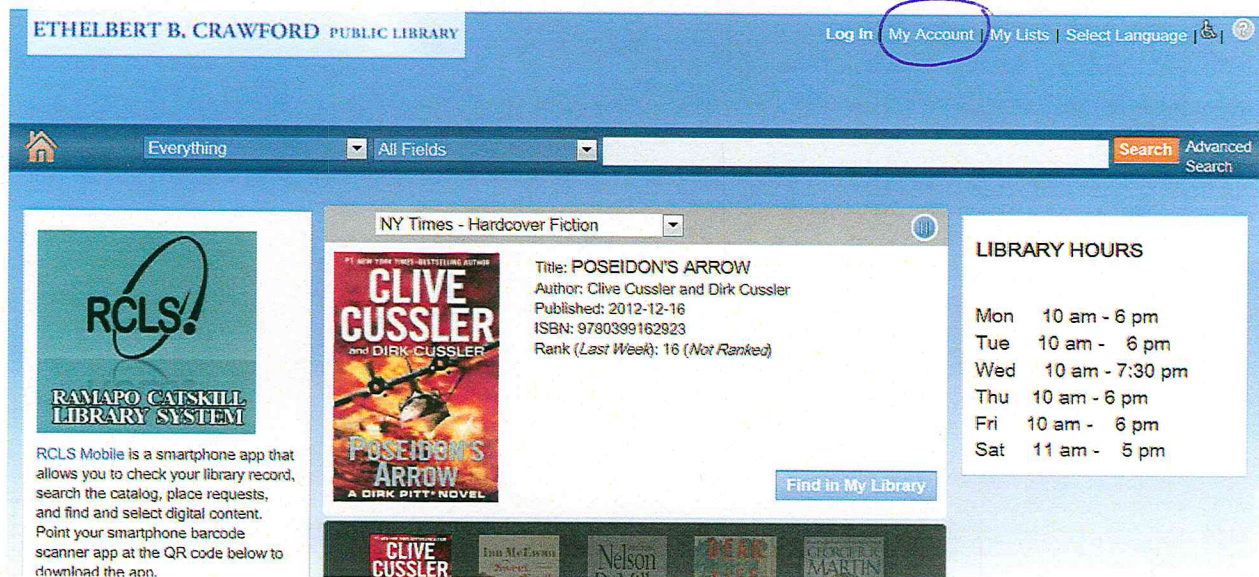
## New Enterprise/PAC Feature: Keeping Your Checkout History

Can't remember if you already checked out a book that sounds like one you would like? Want to recommend a movie you recently borrowed from the library to a friend but you can't recall the title? A **new feature** is now available in the Enterprise online catalog that will allow you to keep a digital list of all the items you have checked out so you can check back on it when these kinds of questions arise.

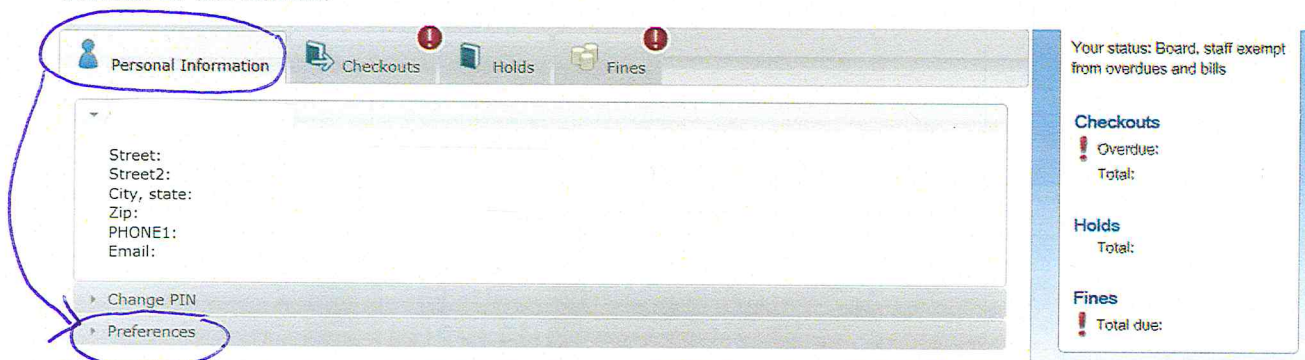
To activate this feature, follow these simple steps:

*(Note: Activating this feature is only available to borrowers 18 years of age or older.)*

1. Log in to your account using the 'My Account' link.



2. Go to the 'Personal Information' tab, and then select the horizontal 'Preferences' tab at the bottom of the screen.



3. Read the one-line disclaimer and, if you agree, check the box next to "Keep my checkout history." If you do not agree, leave the box blank and no history will be retained on your account. *Please be aware that all lists are subject to subpoena should the government have reason to review your borrowing history.*

Personal Information | Checkouts | Holds | Fines

Change PIN

Preferences

Default Language: English

Default My Account Tab: Personal Information

Preferred List: no default list

Preferred Pickup Library: Monticello-Ethelbert B. Cr...

Keep my checkout history. NOTE: stored history is subject to subpoena by law enforcement.

Update

4. Click the blue 'Update' button to finish.

Your checkout history will start being retained with the first item checked in from your account after the date you sign up.

5. To view your history, click on the 'Checkouts' tab then select the horizontal 'My Checkout History' tab at the bottom of the screen. The list will be organized in chronological order from the oldest to the newest items checked in. It is not searchable and cannot be sorted, but it is easy to scroll through. If you check out the same title more than once, it will appear more than once on your list.

Personal Information | Checkouts | Holds | Fines

My Current Checkouts

My Checkout History

Contact us if you have any questions about or problems using this new feature. We hope it helps you keep track of and share your favorite items!