

Documentation of the Mastery: Patron Reading History

A Reading History can be activated in Polaris for a patron to keep a list of the books they have checked out in the past.

- A patron's Reading History lists information about titles the patron has checked out since the history was activated.
- The reading history will begin with the next item checked out after activating the reading list, but the item may not actually appear in the patron's history until the next day.
- Renewals are not included in the list, but multiple check-outs of the same title are included.
- Even if an item or bibliographic record is deleted, the entry remains in the reading history.
- The Reading List should be activated by the patron only. Staff are able to but should not turn this on, because the patron must Agree that once activated, their Reading History can be obtained by library staff for law enforcement personnel with a legal warrant. By law, staff may not release this information without a warrant.
- All requests for patron information (including Reading History) from anyone but the patron themselves or from an OCPL staff member should be refused, or in the case of law enforcement, referred to the Library Director.
- The **Detailed Documentation on the next page** explains how to turn on or off your Reading History.

Proof of Mastery: Employee will demonstrate for a Proctor how a patron can log into their account and activate their reading history. Employee must also explain to the Proctor the legal statement patrons must acknowledge when activating their Reading List.

Suggested Training Proctors for this Mastery:

- Cathy Johnson
- Erin Hart
- Julia Schult

Resources:

- Access to a computer with Public Catalog Access
- Detailed Documentation (on next page)

Detailed Documentation:

Start (activate) a reading history

1. On the public catalog, select **My Record** on the **My Account** menu and log in.
2. Select **Contact Information and Preferences** on the My Record page. The Contact Information area expands.
3. Scroll down. Near the bottom, check the box next to **Maintain reading list**.
4. Select **Submit Change**.
5. Patron must acknowledge the legal warning that appears:

New York State law protects the confidentiality of library records. However, if you turn on Reading History or keep saved title lists, law enforcement personnel may access this information without your consent if they present a valid court order to the library. Do you wish to continue?

View an existing reading history

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

Clear and stop your reading history

When you stop the reading history, the information in the history is not stored. It is permanently removed from the system.

1. Select **Contact Information and Preferences** on the My Record page, or select **Change Preferences** at the bottom of the Reading History page.
2. Uncheck the **Maintain reading list** check box (click it to clear it).
3. Select **Submit Change Request**.