

## Checkout History

Revised June 2022

To abide by privacy laws, RSA encourages its members to have patrons turn on checkout history in RSACat even though the option to turn on checkout history is available in WorkFlows.

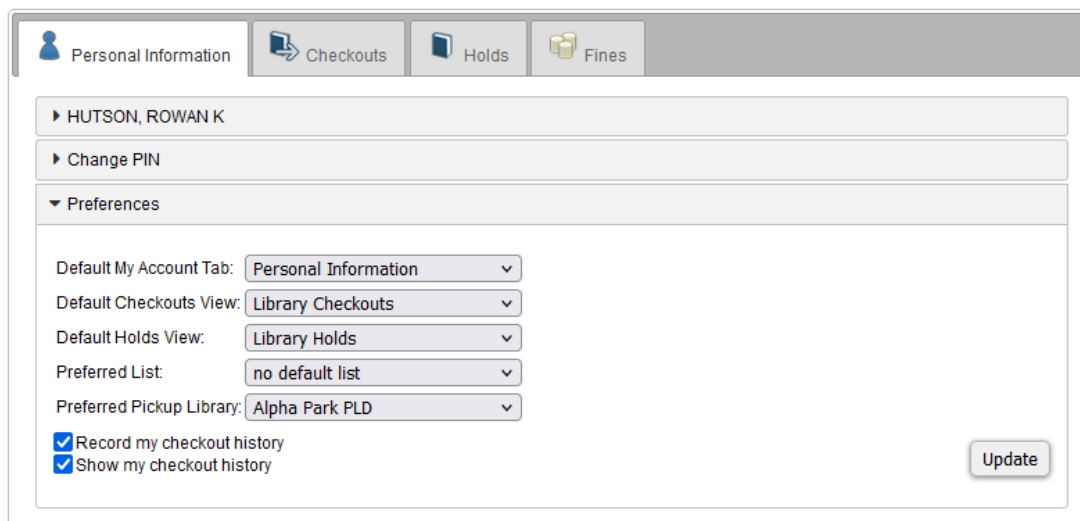
### RSACat Discovery Catalog:

Patrons can turn on checkout history and choose to display their circ history in the RSACat Discovery catalog. To do so, click the 'My Account' link in the RSACat Discovery catalog and log into the catalog in the window that pops up. This opens the patron's My Account screen that shows checkouts, holds, fines and soon digital checkouts and holds from ADML and hopefully eRead IL as well.

In the Personal Information tab, Preferences section, there are two check boxes that patrons can click:

- 'Show my checkout history' shows the patron's history if it is turned on in the system
- 'Record my checkout history' turns on or off a patron's history. This is the same as setting the patron history in Workflows. Patrons who wish to keep their history and see it in the catalog will need to check both boxes. Checking only the 'Record my checkout history' box tells the system to keep that patron's history, but the patron will not be able to see it in the Discovery Catalog.

*Once their history is activated you will always be able to see the patron's history in Workflows.*



The screenshot shows the 'My Account' interface with the following elements:

- Navigation tabs: Personal Information (selected), Checkouts, Holds, Fines.
- User name: HUTSON, ROWAN K
- Change PIN link
- Preferences section:
  - Default My Account Tab: Personal Information
  - Default Checkouts View: Library Checkouts
  - Default Holds View: Library Holds
  - Preferred List: no default list
  - Preferred Pickup Library: Alpha Park PLD
  - Record my checkout history
  - Show my checkout history
- Update button

**PLEASE NOTE:**

Holdings placed through RSAcat will usually default to the patron's home library as a pickup location unless a patron has manually selected a different preferred pickup location in the User Preferences section of their account. Unfortunately, the last update of RSAcat introduced a bug that shows up in some situations. When a patron makes a change in their RSAcat My Account, Personal Information page, the Preferred Pickup Library field will default to Alpha Park PLD unless a patron has previously manually selected a Preferred Pickup Location. This means that if a patron logs into RSAcat and opens their Personal Information Preferences accordion and clicks update without making changes to the Preferred Pickup Library field, RSAcat may change their preferred pickup location to Alpha Park.

RSA has been in touch with Sirsi about this problem, and they plan to have this fixed in the next RSAcat upgrade. For the time being, if you are helping patrons to make adjustments in their RSAcat Preferences, please encourage them to select the correct Preferred Pickup Library from the list to avoid mis-directed holds.