Checkout History Guide

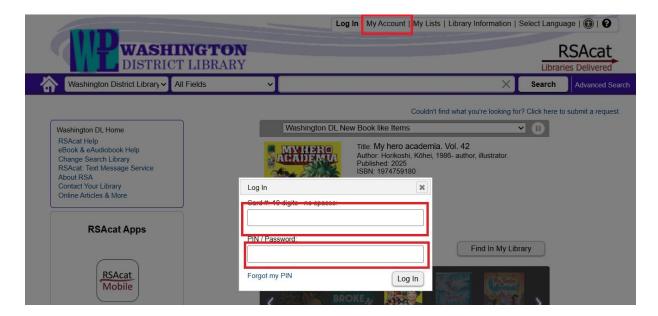**Last updated: November 14, 2025**

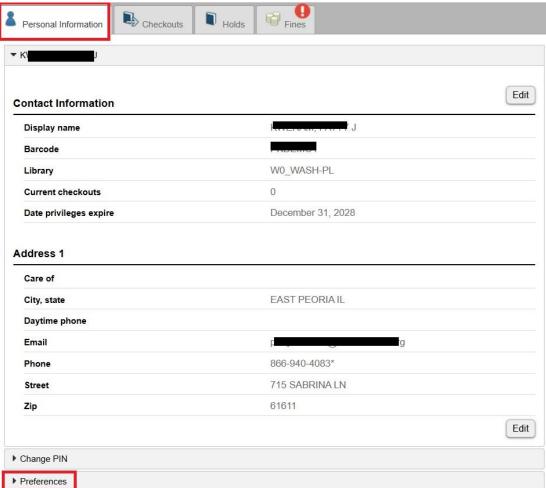This guide covers enabling, viewing, and printing checkout history.

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

Enabling Checkout History

Patrons can turn on checkout history in RSAcat. They need their library card number and PIN. *Once checkout history is enabled it will be visible in WorkFlows*.

In RSAcat login to My Account by entering library card number and PIN.

In the Personal Information tab, choose the Preferences section.

- Choose 'Record my checkout history' to start tracking checkouts. This will only track checkouts from the time it is enabled. It will not show any history from before this date.
- Choose 'Show my checkout history'. This must be selected to be able to view items that have been checked out.
- Choose Update to save changes.

View Checkout History

In RSAcat My Account, under the Checkout tab, Choose Checkout History. Use the arrow keys on the column headings to sort columns.

Printing Checkout History

When viewing Checkout History, sort a column in desired order. Sort by Title to have an alphabetical list of titles. Sort by Author to group checkouts by author. Books, movies, audiobooks, and other items are listed without regard for item format.

Once sorted, place the cursor near the column heading Title and use the mouse to highlight the list of items. If it's a short list scroll down while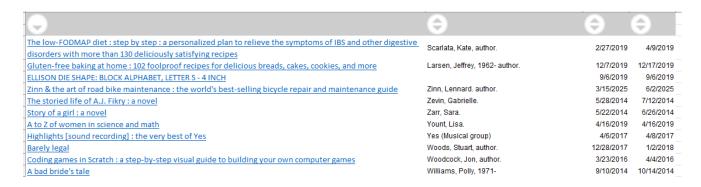 holding the left mouse button to highlight everything. If it's a long list, while holding the left mouse button, use CTRL-END on the keyboard to highlight everything to the end of the list.

▼ Checkout History

Total Items in Checkout History: 783

Title	Author	Checked Out	Returned
The low-FODMAP diet : step by step : a personalized plan to relieve the symptoms of IBS and other digestive disorders with more than 130 deliciously satisfying recipes	Scarlata, Kate, author.	2/27/19	4/9/19
Gluten-free baking at home : 102 foolproof recipes for delicious breads, cakes, cookies, and more	Larsen, Jeffrey, 1962- author.	12/7/19	12/17/19
ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER S - 4 INCH		9/6/19	9/6/19
Zinn & the art of road bike maintenance : the world's best-selling bicycle repair and maintenance guide	Zinn, Lennard. author.	3/15/25	6/2/25
The storied life of A.J. Fikry : a novel	Zevin, Gabrielle.	5/28/14	7/12/14
Story of a girl : a novel	Zarr, Sara.	5/22/14	6/26/14

While the items are highlighted, use CTRL-C to copy them to the clipboard.

Open a new spreadsheet in Excel or Google Sheets or another spreadsheet program. Use CTRL-V to paste the content into the spreadsheet. The list is then searchable and can be saved. The blue underlined title links to the title in RSAcat!

The low-FODMAP diet : step by step : a personalized plan to relieve the symptoms of IBS and other digestive disorders with more than 130 deliciously satisfying recipes	Scarlata, Kate, author.	2/27/2019	4/9/2019
Gluten-free baking at home : 102 foolproof recipes for delicious breads, cakes, cookies, and more	Larsen, Jeffrey, 1962- author.	12/7/2019	12/17/2019
ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER S - 4 INCH		9/6/2019	9/6/2019
Zinn & the art of road bike maintenance : the world's best-selling bicycle repair and maintenance guide	Zinn, Lennard. author.	3/15/2025	6/2/2025
The storied life of A.J. Fikry : a novel	Zevin, Gabrielle.	5/28/2014	7/12/2014
Story of a girl : a novel	Zarr, Sara.	5/22/2014	6/26/2014
A to Z of women in science and math	Yount, Lisa.	4/16/2019	4/16/2019
Highlights [sound recording] : the very best of Yes	Yes (Musical group)	4/6/2017	4/8/2017
Barely legal	Woods, Stuart, author.	12/28/2017	1/2/2018
Coding games in Scratch : a step-by-step visual guide to building your own computer games	Woodcock, Jon, author.	3/23/2016	4/4/2016
A bad bride's tale	Williams, Polly, 1971-	9/10/2014	10/14/2014

Contact the RSA Help Desk at help@rsanfp.org or 866-940-4083 if you have any questions.