Checkout History

Patrons have the ability to opt-in to view their checkout history in Enterprise. The history begins recording once the feature is turned on by the patron. When activated, the Checkout History section in My Account will display a list of items the patron has checked out. The checkout history is located in the Checkouts tab in My Account under Checkout History.

Opting-in - Patron

Patrons can opt-in to begin recording their checkout history by logging into their Enterprise accounts via My Account. In the Personal Information tab, under the Preferences dropdown menu, patrons select the Record my checkout history and click Update. This will enable the database to start recording the patron’s discharges. Items will only be recorded once they have been returned.

Once the Record my checkout history box has been selected, the patron will find their history listed in their account in the Checkouts tab, under the Checkout History dropdown.

Patrons can choose to opt-out at any time by unchecking the Record my checkout history box. The recorded history will still be there from when the patron opted-in. It will not record going forward unless they opt-in again. If the patron wishes to have their charge history permanently purged, library staff must notify PALS Plus to run a report to purge the individual patron’s charge history.