

## Account Setup for Searching & History

The screenshot shows the library's account setup interface. At the top, there are logos for 'KENTON COUNTY PUBLIC LIBRARY', 'e-books', 'OneClickdigital audio books', and 'ZINIO magazines'. Below these are navigation links: 'Catalog Home', 'Mobile Catalog', 'Library Home', 'New Books', 'Ask a Question', 'Programs & Classes', and 'Research'. A search bar is present with the text 'Search the Catalog' and 'Advanced Search'. Below the search bar, there are tabs for 'Account Summary', 'Items Checked Out', 'Holds', 'Account Preferences', and 'My Lists'. The 'Account Preferences' tab is highlighted. A red arrow points from a text box to this tab.

1. Select Account Preferences

This screenshot shows the 'Account Information and Preferences' section. The 'Account Preferences' tab is selected, and within it, the 'Search Preferences' sub-tab is highlighted. A red arrow points from a text box to this sub-tab. The page title is 'Account Information and Preferences'. Below the sub-tabs, there are options for 'Personal Information', 'Notification Preferences', and 'Search Preferences'.

2. Select Search Preferences

This screenshot shows the 'Search Preferences' settings. The 'Preferred search location' is set to 'Kenton County Public Library'. A red arrow points from a text box to this dropdown menu. Below it, the 'Preferred pickup location' is set to 'Erlanger Branch'. There are also checkboxes for 'Keep history of checked out items?' and 'Keep history of holds?'. A 'Save' button is at the bottom left.

3. Change your search location to Kenton Count Public Library and save.

You can also check the boxes to keep your borrowing history.

address so that we can notify you about available holds, items that are about to be overdue, and overdue items!