

## 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 the logos is a navigation bar with 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 callout box to this tab.

1. Select Account Preferences

This screenshot shows the 'Account Information and Preferences' section. The 'Account Preferences' tab is still selected, but now the 'Search Preferences' sub-tab is highlighted. A red arrow points from a callout box to this sub-tab. The search bar above now shows the user's name 'Mary Ann Mongan Li'.

2. Select Search Preferences

This screenshot shows the 'Search Preferences' sub-tab selected. The 'Account Information and Preferences' section is expanded to show search settings. A red arrow points from a callout box to the 'Preferred search location' dropdown menu, which is currently set to 'Kenton County Public Library'. Below this, there are 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!