

Directions for “Maintain your Reading History” Using the Butler Library Catalog

1. Visit the library website (butlerlibrary.org)
2. Click “Catalog” along the top banner of the webpage.
3. Select the “My Account” dropdown and click on “My Record”
4. Log into your account using your bar code and password. (The last four digits of your phone number)
5. Click “Contact Information and Preferences.”
6. Scroll down and check the box for “Maintain reading history” (Popup box will appear with a warning message.)
7. Click “Submit Change Request” to save.