

1. [Login to your patron account](#) using your library barcode (or username) and password at lycoming.polarislibrary.com/polaris/logon.aspx
2. Click on **Contact Information and Preferences**

The screenshot shows the 'My Account' page for James V. Brown Library (Williamsport). The user is logged in as Carile Brown. The page displays various account details and a navigation menu. The 'Contact Information and Preferences' link is circled in red.

Name:	Brown, Carile
Barcode:	*****0424
Username:	[None]
Registered at:	James V. Brown Library (Williamsport)
Patron code:	Adult
Date of original registration:	6/2/2022
Expiration date:	6/2/2024
Last activity date:	1/11/2024

Messages: No messages

Navigation Menu:

- My Account
 - My Record
 - Items Out
 - Requests
 - Fines & Fees
 - Saved Searches
 - Log Out
- My Lists
 - Saved Title Lists
 - Create new saved list...

3. Scroll down to preferences and check the box for **Maintain reading history**

The screenshot shows the 'Contact Information and Preferences' form. The form is divided into several sections:

- Address information:** Includes fields for Address Type (Home), Street one (19 E 4th Street), Street two, Log Out, City (WILLIAMSPORT), State/Province (PA), Postal code (17701), Zip plus four, and Country (USA).
- Contact information:** Includes fields for Email address (jvb@jvbrown.edu), Alt. E-mail Address, Phone 1 (570-326-0536), Phone 2, and Phone 3.
- Preferences:** Includes a dropdown for 'My preference for receiving library notices' (Email Address), a dropdown for 'Phone number for TXT messages' (None), a dropdown for 'Carrier' (Select a carrier), a dropdown for 'E-receipts' (None), radio buttons for 'Send e-mail notices in:' (Basic, plain text and Full, HTML format), and a dropdown for 'Preferred pickup location' (James V. Brown Library (Williamsport)).

The 'Maintain reading history' checkbox is checked and circled in red.

4. Click **OK** if you agree to the statement. Be aware that your reading history will also be visible to staff.

Contact information

Email address
jvb@jvbrown.edu

Phone 1
570-326-0536

Phone 3

Alt. E-mail Address

Phone 2

Preferences:

My preference for receiving library notices
Email Address

Phone number for TXT messages
(None)

E-receipts:
(None)

Send e-mail notices in:
 Basic, plain text
 Full, HTML format

Carrier
(Select a carrier)

Maintain reading history

Preferred pickup location
James V. Brown Library (Williamspo)

Submit Change Request

The feature you have selected is associated with personal data in your patron account. Such data may be accessed by law enforcement personnel without your consent. Do you wish to continue?

OK **Cancel**

- 5.
6. Click **Submit Change Request**
7. Now when you login to your account, you will see the option for **Reading History** in the left-hand menu. Please note that your reading history will only include titles you borrowed *after* activating the reading history.

My Account

Brown, Carile

My Record

Items Out

Requests

Fines & Fees

➔ Reading History

Saved Searches

Log Out

My Lists

Saved Title Lists

Create new saved list...