

How to View Your Borrowing History

It is often helpful to know what you have borrowed in the past, when you want to rebook some favourite items. The steps are:

Log into your school library.

Click on **“My Info”** in the blue horizontal bar at the top of the screen. For the creation of this tip sheet I am logged in as the library administrator for my library, SD71 Other Sites, so a few more options display:



The screen below appears showing your current bookings that are listed as “pending” until the LRC Library Clerks pull the kits the day before delivery.



Click on **“View History”** that appears in the upper right-hand corner. The screen below appears with your past checkouts:

Title	Checked Out	Due Date	Checked In
Picture the sky (Copy: [Arden] T 9088258)	3/16/2021	4/15/2021	4/22/2021
The summer Nick taught his cats to read (Copy: [Brooklyn] K20004079)	1/21/2021	2/4/2021	1/26/2021
Double dutch (Copy Deleted: T 9508317)	1/21/2021	6/29/2021	2/4/2021
Eleven (Copy Deleted: T 9708111)	1/21/2021	5/27/2021	1/26/2021
Leo the late bloomer (Copy: [Bridgeton] T 4382341)	1/21/2021	2/4/2021	1/26/2021
Tacky the penguin (Copy Deleted: T 7218732)	1/21/2021	3/4/2021	1/26/2021

The list is printable.