

Catalogue Alert Service

WHAT ARE PREFERRED SEARCHES?

Preferred searches allow you to store a search in your library record. This can be useful in several ways:

- To receive e-mail alerts of new items on a topic that interests you.
- To keep track of a particularly complex search that you might want to use again.
- To store a search that you will run on a regular basis.

HOW DO I DO A PREFERRED SEARCH?

- Log into your personal library record. To log in click on the link **"My Library Account"** found on the library home page or the library catalogue page and enter your last name and student or employee number.
- Once you are logged into your record, you will see a banner with your name that alerts you to the fact that you are logged in.
- Click **"Search the Catalog"** in the box on the right side of the page.
- Enter your search into the catalog. For example, you may wish to search for items on the subject "Women and literature -- Great Britain -- History -- 19th century." You can also perform keyword searches. For example, you can enter the following keyword search: (juvenile or youth or teen*) and (drug* or substance or alcohol*)
- To save this search, click the **"Save as preferred search"** button displayed beside the "Search" button at the top of the page.
- To view your list of saved searches, click the **"Patron Record"** button at the top of the screen, and then click **"Preferred Searches"** on the right side of the screen.

HOW DO I RECEIVE E-MAIL ALERTS OF NEW ITEMS?

- After you have saved a search, return to your library account and click **"Preferred Searches"** on the right side of the screen.
- If you would like to receive e-mail alerts about new additions to the library in your preferred search area, click the box labeled **"Mark for E-mail"** next to the search in question.
- Click **"Update list"** to save the change.
- You will receive notice of new additions to the library with your chosen preferred searches at the start of each week.

To prevent others from viewing your library and circulation information, remember to either click on the displayed Logout button or close the browser window when you have completed your catalog research.