Customizing Your On-line Library Experience

For Faculty

October 21 2008

Customizing the Search Catalog (Carmen)

Demo logging in→ manage you account→ view my saved searches

Note how to mark for email & delete

To save a new search→ click search catalog, subject- social capital →save this search→ my record→ saved searches→ view where you can email, delete, manually re-run searches

Cannot set time frame for these. Alerts will be sent until they are turned off, and will only be sent when new records have been added to the catalog.

Customizing Databases (Assignments by specific db's)

RefWorks (Tiffany)

Ebrary (Tiffany, if time permits)

ProQuest Newspapers (Carmen, if time permits)

-Very simple—will only take a few minutes. No log in required to set up email alerts. Example→ COSTCO in WSJ

RSS feed—Of course I cannot get this to work. Help.

EJC (Carmen)—

1. One account per email address
2. Journal alerts—look up the journal you want—example—search for international journal of research in marketing—in that record where all volumes and issues are displayed, you can add to "my Journals" or subscribe to RSS reed. Was able to add RSS feed to Google reader but not sure how it will work…did I just add that one or will it get updated?
3. Alerts—3 choices—e-mail, RSS, or re-run manually. Alerts are done weekly until the user cancels
4. Cannot edit searches, just options for delivery. Must create new search and/or delete old one
5. Can save articles, but no folder options. No dates given for when something was added.
6. Seems to work best at tracking journals. Searches are not displayed by relevancy—once you get the alert, it may display things that do not match what you are looking for. Follow the link to your saved search then sort by relevancy.

EBSCO (Carmen 1-6 f<alerts> & Tiffany <RSS> & 6 g(?) -

1. Sign in (show difference of 'session folder' and "myEbscohost")
2. I'm a new user
3. Preferences—go thru—example I don't like having thumbnails—too much visual clutter for me
4. Click on Folders. As a new user, you will not have anything in them
5. Thesaurus—Business Management—preferred term→ industrial management
    a. Author→ Williams- skip thesaurus. Too confusing.
6. Add search to folder, then click on folder at top of page .
    a. This adds this search to Persistent Link folder not Saved Search folder
    b. Display link to search—test from home and add to favorites to see if it works
    c. Click on "create an alert for this search" even though it shows symbol for RSS feed
    d. Click OK even though you don't want the RSS feed
    e. Click on your Folder. You should now have one item saved in your search alert folder.
    f. Alert feed will show you your results, retrieve alert will show you your search history (will this appear when you log off??--yes) You can delete, revise, or re-run any of your searches.
        i. Can also, print, clear, save
        ii. Edit alert→ you can give it a name, switch to any other EBSCO db, can select more than one by holding down ctrl button. Ex. ASC & EdRC
        iii. Control whether to get alert for one month up to one year-CHECK to see if you will get an email notification if it is about to end. Alerted daily up to monthly. Have some control over the publication date of the article's you will retrieve.
        iv. Make sure to set the email property at the bottom.
        v. Retrieve alert→ can view search history→Revise and save a search from that screen.
        vi. Allows for multiple account
    g. ADD JOURNAL ALERTS
        i. After logged in. Go to browse publications & locate your journal
        ii. Click on RSS feed, and edit if you would like it sent as an email alert.
    h. VIDEOS, And add to "Other Content Sources" folder---video only works in Consumer Health Complete.
    i. CANNOT GET PERSISTENT LINK TO EBSCO IMAGE ON EBSCO WEB PAGE –can download no persistent link.

Folders—contain saved alerts and Can save any image or article for future use

Create a shared folder:

Add articles you want to share with others—Must be added to a specific folder first (out of the saved articles) then you will see the option to share—Click on "Sharing Options" in the article box. You can individually sent emails to the users you want to see the folder—they will get a passcode that they have to view. Allows you to send multiple emails at once, and you have the option—check the box if it is for single-use only.

Others:

Distribute Grid in slide and prepare handout for Yo to provide with reminder email to participants.

Scatter polls into presentation as appropriate and time allow.