Preferred Search/Email Alerts
When New Items are Added to the Catalog

Want to receive Email Alerts when a new item by your favorite author or on a favorite subject is added to the library collection? Now you can! Here's how!

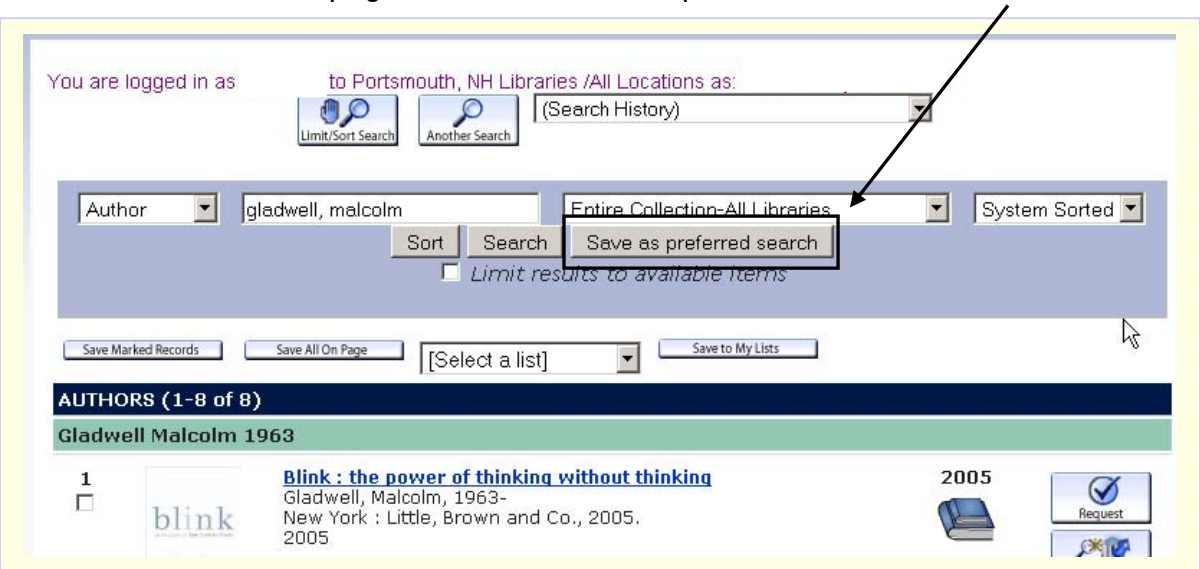
1. Log into your library account.

2. Then perform a search in the catalog that has the criteria you want for your email alert.

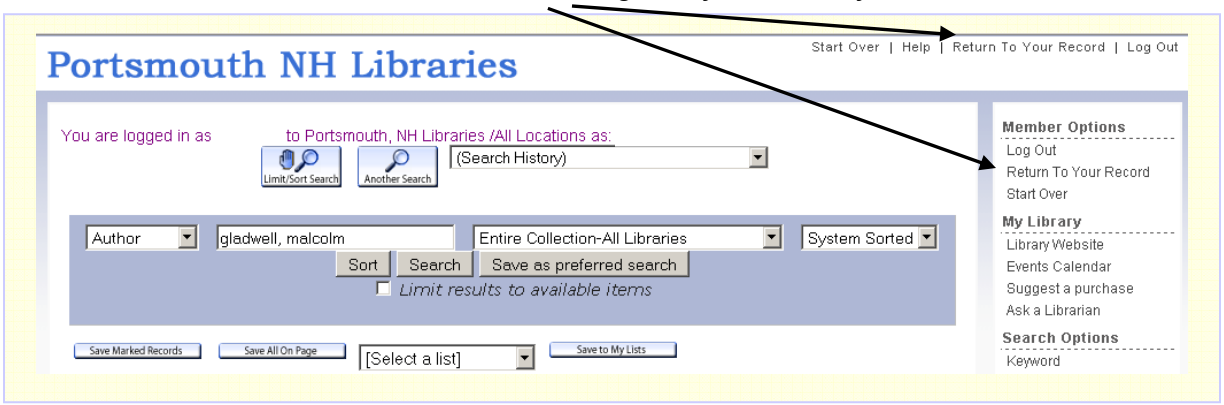
In the example below, an author search for Malcolm Gladwell was done.

Note: Entered in "last name, first name" format.

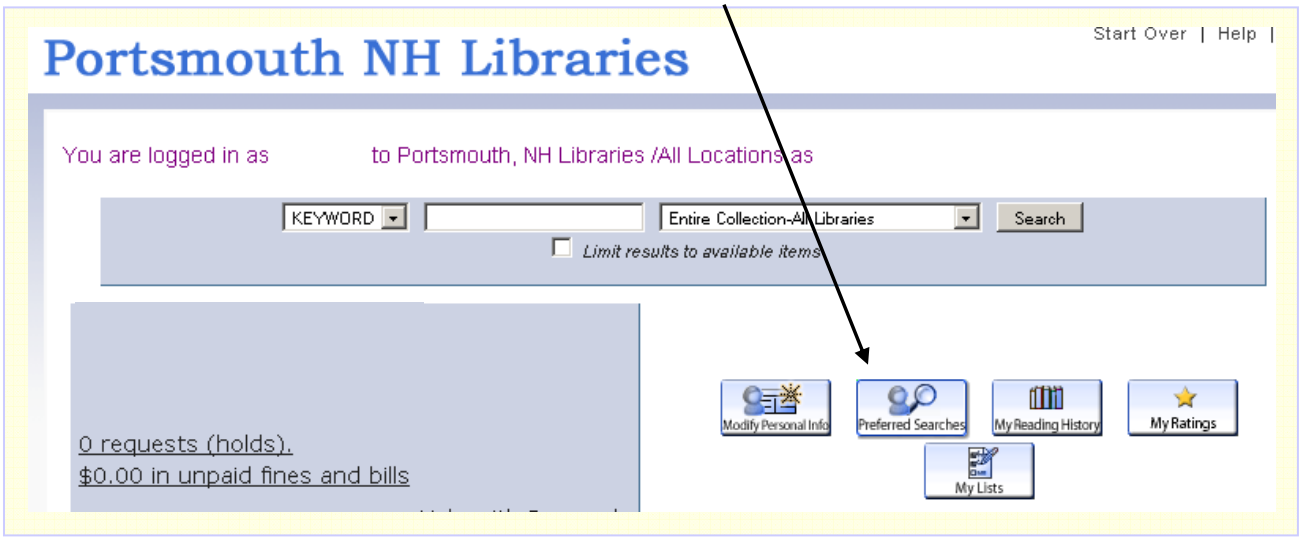
3. In the results page, click on "Save as preferred search" button.



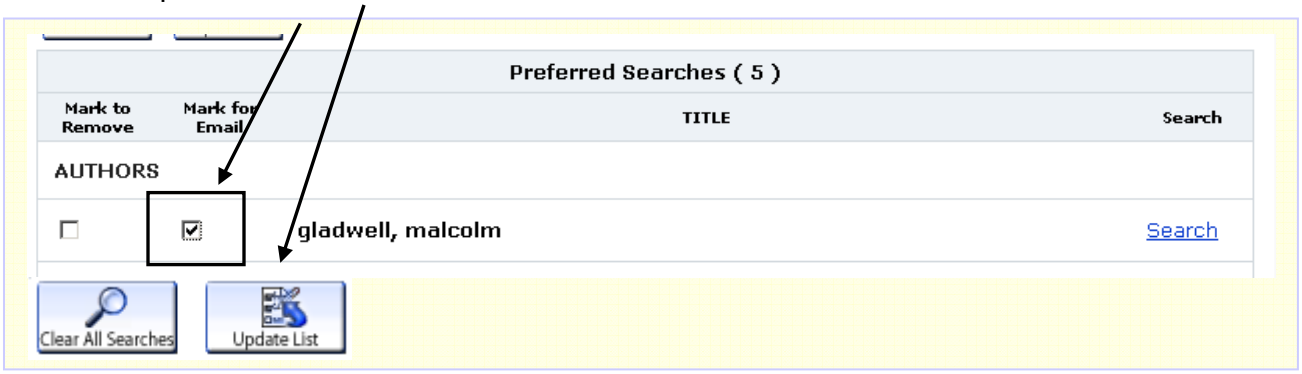
4. Click on “Return to Your Record” to go to your library account.



5. Now click on the “Preferred Searches” button.



6. Then, check the box just to the left of the Preferred Search, and click on the “Update List” button to activate the email alert.



That’s it!