

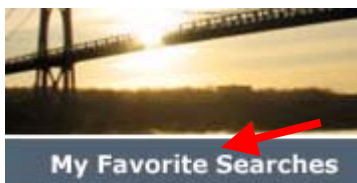
What is My Favorite Searches?

The **My Favorite Searches** feature allows you to store a search in your library account. 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.

Getting Started

1. From the main menu of the catalog select the link below.



2. Login with your Barcode and PIN.
3. Click **Search the catalog**
4. Once your search is complete Click the button below.

Save as a Favorite Search

You can access your list of Favorite Searches by clicking the button below to return to your Patron Record.

Your Record

Then select *My Favorite Searches* from the menu of selections

Different types of searching

SEARCHING BY AUTHOR

1. Log into your patron record as shown above.
2. Click *Search the Catalog*
3. In the Author field type the author's name (Last name, First name).
ex: Grisham, John
4. Click "GO", to the right of the field.
5. Save as Favorite search by clicking the button *save as a Favorite Search*, shown below.

Save as a Favorite Search

Note: Once you have saved a search you can get the results any time you wish by going to *My Favorite Search* list and clicking on the search button to the right of the search that you wish to perform. This is great for subject searched or series lists.

SEARCHING BY MATERIAL TYPE

Use Word / Phrase and select your material type from the drop down menu

ADVANCED SEARCHING

You can get to Advanced Search from the main search screen.

Advanced Searches-Use the * (asterisk) to truncate or to search a field as “any”.

The screenshot shows the 'Advanced Search' form with the following fields and callouts:

- Type the WORD(S) you want, then click **Submit Search****: The search box contains an asterisk (*). A callout box labeled '* = anv' points to the asterisk.
- Language**: Set to 'English'.
- Material Type**: Set to 'DVD'. A callout box labeled 'Only DVDs' points to the dropdown.
- Location**: Set to 'Adriance Adult'. A callout box labeled 'Limit to Adriance' points to the dropdown.
- Year**: 'After' is set to '2002' and 'and Before' is empty. A callout box labeled 'Published after 2002' points to the 'After' field.
- Search and Sort**: Set to 'Date'.
- Buttons: 'Submit your search' and 'Clear your search'.

The search above will produce any DVD added to the Adriance Collection that has a copyright of 2002 or newer. For more information please contact your library.

Getting Notified

REQUEST EMAIL NOTIFICATION

Selecting the **Mark for Email** will generate an Email notice each time an *item* is added that fulfills the search parameters. Patrons must have an email address in their record.

Warning: To avoid getting inundated with email, refining the search to very specific locations or material types is recommended.

To remove selected searches, check the box in the **Mark for Removal**, and then click **Update list**. To avoid **multiple mailings** you should deselect the email notice for that item once you have received the first notice or limit your search to only one location.

To remove **All** searches, click **Remove All Searches**.

Here is a sample of how to limit your search

The screenshot shows the search results interface with the following elements:

- Navigation buttons: LOG OUT, Your Record, Home/Legal, Another Search, Modify Search.
- Search box: KEYWORD: holes, Location: Beacon (indicated by a red arrow).
- Buttons: Search, Save as a favorite search.
- Text: You are logged into Mid-Hudson Library System /ALL as Shedrick, Laurie J. 213 records found.
- Text: Sorted by Date.

This search is limited to Beacon.

Using *My Favorite Searches* will not place a hold on an item. You must use Request-a-Title to place a hold.