

Frankston Library Service

READ ALERT!

Keep up to date with new library items!

Set-up a Read Alert profile – select the authors, subjects, or collections you like and an email will be sent to you as new books, music CDs, or films are added to our catalogue. **Here's how...**

Firstly, visit the Library web-site to view your membership details:

- Click on catalogue
- Enter your library card number (ID) and PIN, then click on Login

To create a new Read Alert search:

- Click on New Alert Profile
- Select the type of items you are interested in. For example, to be alerted about new items for a particular author or musician, select "Author" from the drop-down menu type and type their name in the field provided to the right.

It may be appropriate to choose a collection, like Talking Books, Adult Fiction or Film. To select multiple collections, hold down the CTRL key as you click on your options.

Be careful with subjects, for example, entering the subject "birds" may not create an alert for books on finches.

If you use call numbers, it is best to use the truncating asterisks. For example, 598* will access results for items about wild birds and 636.6* will retrieve results for domestic bird keeping.

Click on "Search" to test your criteria. To return to your profile, use the  icon.

Set an alert frequency

- To select how often your alert profile will scan through the catalogue, choose an option from the drop-down menu that best suits you. If there is a match you will be sent an email.

Assign an expiry date

- You can enter an expiry date if you do not want emails to be sent after a specific date. This is optional.

Description

- Give your profile a title. E.g. New Fiction or Latest Music.

To save your profile

- Click on Save.
- The screen will now display "Profile has been created."
- If you do not want to receive email alerts, you can remove the tick next to "Send Alerts" on this screen.

Don't have an email address?

- You can review your profile matches manually by logging in and clicking on Alert Profiles. Select the profile you want to review and choose "Display new entries" in the "Extra Options" drop-down menu.

The last step

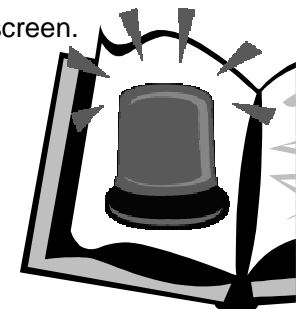
- Once you are satisfied with your preferences, click "Save" again. The screen will display "The profile and profile set has been updated."
- Click on "My Details" to the left or the "Summary" at the top to return to your membership summary or click on "Logout" to exit.

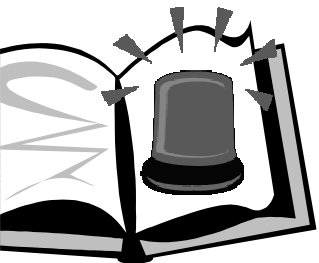
To change or delete a profile

- Access your membership details via the catalogue.
- Click on the "Alert Profiles" link.
- Click on the Alert description that you want to change or delete.
- Make any changes that you want and click on "Save".
OR
- Click on the "Delete" button at the bottom of the screen.

Need help? Ask our friendly team.

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