

# Library Search

Setting up queries and alerts.



## Queries and alerts

The Library Search enables you to save searches that you do regularly and set up alerts for when any new items are added to our collection that match what you are looking for. This is great because it can save you time and effort.

## Saving a query and creating an alert

To do this you must be **signed in** to the Library Search. Once you are signed in then you perform your search as normal. You will see the option to **save query**, click on this.

The screenshot shows the Library Search interface. At the top, there are navigation links: "ew Search", "How to Search", "A-Z Journals", "Tags", and "Help". Below this is a search bar with "rock mechanics" entered and a "Search" button. A yellow banner below the search bar says "Did you mean: soil mechanics?". On the left side, there is a sidebar with "Show only" options (Full Text Online (5), Available in the Library (9)) and "Refine My Results" (Topic: Rock mechanics (7), Soil mechanics (4), Rocks Mechanics (3), Slopes (Soil mechanics) (2), Soils & rocks Mechanics For engineering (1)). A "Save query" button is highlighted with a blue box and an arrow points to it from the text above. The main results area shows "15 Results for Entire Library" sorted by relevance. The first result is "Fundamentals of rock mechanics" by J. C. Jaeger (John Conrad), 1907- and Neville George Wood Cook, London: Chapman and Hall 1979. The second result is "Rock mechanics and engineering" by Charles Jaeger, London: Cambridge University Press 1972.

When you click on the **save query** button the following screen allows you to name and select your alert options, if you don't want to create an alert, at this stage simply select **save**.

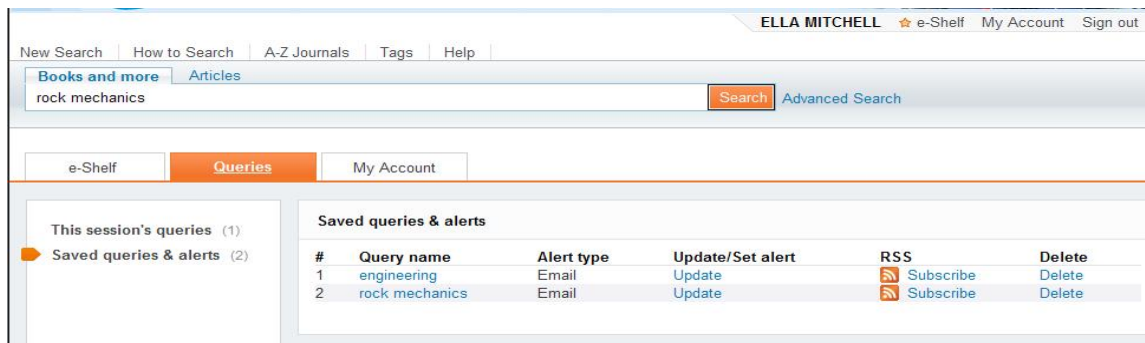
The screenshot shows the "Save Query/Alert" form. At the top right, there is a "Help | X" link. The form has a "Query name:" label followed by a text input field containing "rock engineering". Below this, there are two radio button options: "Save/Alert" with "Save" selected, and "Save & alert". At the bottom left, there is a blue "Save" button with a right-pointing arrow.

If you wish to create an e-mail alert when an item is added to our collection that matches your query; type in **query name** and select **save and alert**. Just to note that it is best to select the **Don't send** option for "if no results". Otherwise you will receive empty e-mails every week. This will only send you e-mails if there are new items that match your query. You also have the option to change your e-mail address here if you wish.

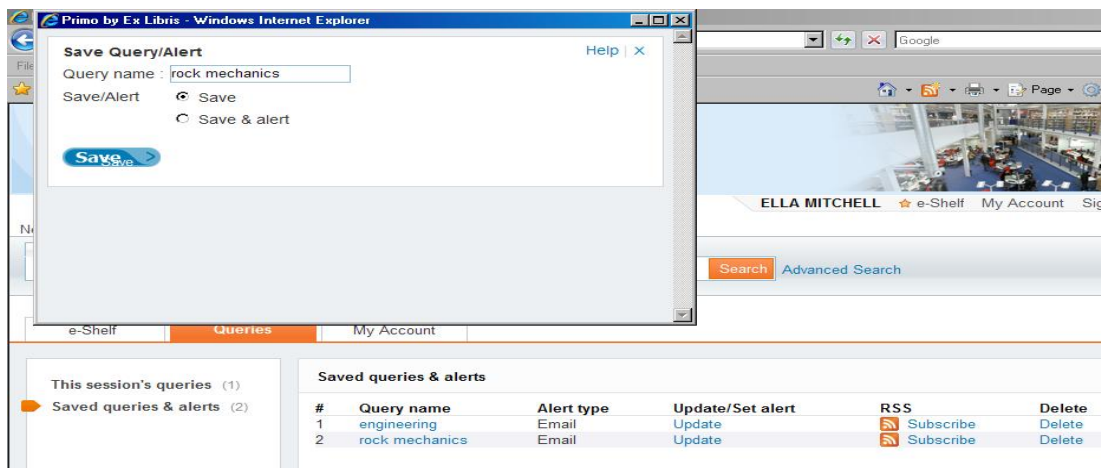


## Making changes to your alerts and saved queries

To view your queries and alerts click on **my account** and then on **queries**. You will be able to see your queries and make any alterations. You can delete queries from here or you can update them.



If you no longer wish to receive alerts then click on **update** and change the **save & alert** to **save**.



To re-run your search using your query then click on the **query name** and it will run the search.