

## Create a Saved Search

Here's a way to find out when new items by a specific author or on a specific topic arrive at the library.

1. Do a search by author or subject in the library catalog.
2. Click on Save Search.
3. Log into your account.

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**BCPL** Boone County Public Library District

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Regular Text

**Name:**  
**Barcode:**

**My Lists**

**Saved Title Lists**

- \* anime movies (2)
- \* Diabetes (3)
- \* diabetic cooking (2)
- \* Harry potter (6)
- \* Kids frog books (3)
- \* Mary Quilting Books (1)
- \* Musicals (2)
- \* photography (1)
- \* Quilting (8)
- \* supervisory (0)
- \* Tim's movies (14)
- \* Travel (4)

Create new saved list...

**Search name:**

**Note:**

**Search command:** FIND KW=(freetext)customer service(/freetext)

**Email results to:**

**Email format:** HTML  IC

**Email if no results:**

**Search frequency:** Monthly

**Number of times to run:** 50

**Saved Searches**

- \* X Diabetes

4. Complete requested information, including Search name and email address. Click on Save Search.
5. Saved searches can be edited or deleted from the Patron Account tab.

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**Saved Searches**

- \* X Diabetes
- \* X Diabetic cookbooks
- \* X Supervising
- \* X Astronomy
- \* X Quilting

Search Name	Criteria	Frequency	Last Run	Results	Notify	Email
<input type="checkbox"/> Diabetes	FIND KW=(freetext)diabet*/(/freetext)	Monthly	4/12/2011 243	Yes	cherman@bcpl.org	
<input type="checkbox"/> Diabetic cookbooks	FIND KW=(freetext)diabet* cook*/(/freetext)	Monthly	4/4/2011 38	Yes	cherman@bcpl.org	
<input type="checkbox"/> Supervising	FIND KW=(freetext)supervisor*/(/freetext) AND TOM="like"	Weekly	1/31/2011 30	Yes	cherman@bcpl.org	
<input type="checkbox"/> Astronomy	FIND KW=(freetext)astronomy*/(/freetext) AND TOM=""	Monthly	4/6/2011 311	Yes	cherman@bcpl.org	
<input type="checkbox"/> Quilting	FIND KW=(freetext)quilt*/(/freetext) AND TOM="like"	Monthly	7/6/2010 570	Yes	cherman@bcpl.org	

6. An email will be sent at the frequency chosen with any new items added to the catalog since the last search. The email has a link to the catalog so a reserve can be placed.