

Using the Library Catalog Search Agent

The Search Agent will notify you by e-mail when the library has received new items on a subject or by a specific author of your choice.

1. To use this feature, go to the Library Catalog and type in a subject or author and click on Go or press Enter. (Note: even if no results appear, this will be the base set for your search).
2. Click on **Save Search**.
3. Type in your library card number and password. Click on **Log In**.
4. If this is the first time you have used this feature, you may need to agree to the consent message by clicking on Yes.
5. Type in the information on the Search Agent workflow.

Search name – type a name to identify this search (ex. dogs). This will be the subject line of your e-mail.

Note – type a brief phrase to help you remember details about this search (optional)

Email results to – type in your email address, if necessary

Email format – leave it as HTML

Email if no results – the box should be checked to receive an email when there are no results when the next search is run

Search frequency – select how often the search should be run (Suspend, Weekly or Monthly). Suspending the search will discontinue it for the future

Number of times to run – type in the number of times that the search should be run automatically

6. Click on OK.
7. Log Out to close your account.

This feature can be accessed from the library's Internet or Library Catalog computers and from home.