

# **Library Live II Presentation: *Be on the Alert!***

February 29, 2008

Presenters: Edith Scarletto and Erica Lilly

## **Alerts and Saved Searches**

### **Objectives:**

- 1. Explain the purpose of and difference between Alerts and Saved Searches**
- 2. Introduce several sources of Table of Contents and Saved Search Alerts**  
Chronicle of Higher Education, Internet Scout Project  
KentLINK  
EJC  
EbscoHost
- 3. Walk users through the set up of one of these accounts**
- 4. Discuss how to look for these services in other databases, journals, etc.**  
OSearch/ EbscoHost databases  
ISI Web of Science Citation Indexes  
Journal web sites (e.g. Ingenta)
- 5. Provide brief introduction to other forms of Alerts through RSS/ Bloglines**

**Alert:** an email, RSS or other notice sent to you based on specific criteria (e.g. Table of Contents for a Journal; new item added to a saved search result)

**Saved Search:** creating a search string that you would like to be rerun on a periodic basis and SAVING it. This can be a manual rerun of the search – you log in and run it- or it may be a saved search that is also set up to Alert you when the search results have changed.

### *Tips:*

- Most databases allow you to create an alert or a saved search for a particular search string. Most require registration and a username/password creation in order to use the service.
- Check for the opportunity to have the alert sent as an email or as an RSS feed that you can add to your regular RSS Feed Reader (Bloglines, Yahoo! Feed Alerts, Google Reader, etc.)

## **General Resources**

### **Internet Scout Project**

<http://scout.wisc.edu/>

Subscribe to the email listserv that gives updates on current Web sites of interest to the academy and in general. Links to web resources as well as summaries and reviews are given.

### **Chronicle of Higher Education**

Email alerts: Chronicle of Higher Education daily news on different topics

<http://chronicle.com/help/emails/?b>

RSS Feed for News

<http://chronicle.com/help/rss.htm>

***See additional Web addresses for email and RSS feed alerts on the last page.***

## KentLINK Alerts

### Saved Search Alerts

- <http://www.library.kent.edu>; Click on My Library Account under *Services*
- Enter your Flashline Username and Password
- Perform a search of KentLINK narrowing and broadening and limiting as necessary
- Click on *Save as a Preferred Search*
- Leave the search saved to search on your own, or
- Use the *Click for email* button to have the search results emailed to you as they are updated

Whenever an item is added to KentLINK that meets your search criteria, you will receive an email.

## EJC Electronic Journal Center

<http://journals.ohiolink.edu>

### Journal Tables of Content

- Create an account using MyEJC/ or log into to MyEJC
- Search for your favorite journal by title, using the *Search* link at the very top of MyEJC
- Click on the title of the journal from the search list
- Under the picture of the journal cover, click on *Add to My Journals*
- Click on the *Turn On* to turn on email alerts of the table of contents

### Saved Search Alerts

- Create an account using MyEJC/ or log into to MyEJC
- Click on the *Search* link at the very top of MyEJC
- Create a search string with limits and multiple terms that fit your needs
- Click on *Add to My Searches* toward the top of the search page
- Title your search
- Choose the option of email, RSS or no alert for the saved search

## EbscoHost Databases

(Try starting with *Academic Search Complete*)

### Journal Tables of Content

- Create an account or sign into the My EbscoHost (top left portion of the green bar)
- Click on the *Publications* link below the green tabs at the top of the search screen
- Search the title of the publication
- Click on the Title
- Click on *Journal Alert* at the top right of the Journal view window (just below the folder)
- Choose options of email or RSS; and length of time; Click *Save*

### **Saved Search Alerts**

- Create an account or sign into the My EbscoHost (top left portion of the green bar)
- Create and refine search string as needed
- Click on Search History/ Alerts tab
- Check the box next to the search you would like to save
- Click Save Searches/ Alerts
- Type in a name or description of the search
- Choose to save the search Permanent, Temporary (24hrs) or as a Alert
- Click Save
- If you choose Alert, then choose the frequency of alerts and length of time to search, as well as email addresses to send
- Click Save

### **Retrieve a Saved Search**

- Sign into My EbscoHost
- Click on the Search History/ Alerts tab
- Click Retrieve Saved Search
- Click on the link to the search results

## **OSearch Databases**

### **Save a Search Strategy to run later**

- Create a search in your favorite database, limit, combine, etc. to suit your topic
- Click Search Form above the search window
- Click Search History to see your searches
- Check the box in front of the search you want to save
- Click Save Search Strategy
- Choose the way to save: temporary or permanent.
- A disk, or your desktop computer is required to save permanent searches
- Click Save to Disk and locate that disk in your workstation
- Run a Saved Search from disk
- Click Search History
- Click Run Saved Search from the bottom of the blue search history box
- Click Browse to find the saved search file on your disk
- Click Upload and Execute Search
- Be sure to resave your search if you make any changes
- You can run a saved search in a different database than the one in which it was saved, however, remember that if you used subject searching, it might not transfer to the new database. It is best to use this feature with Keyword searching.

## ISI Web of Science Citation Indexes

### Citation Index Alerts and Saved Searches (ISI Web of Science)

- Sign into Web of Science or create an account on the right side of the screen
- Click on **Web of Science** to conduct a search
- Choose any search, by topic, refine as needed
- Click **Search History**
- Check the box next to the search or searches you would like to save or have an alert sent to you
- Click **Save History**

### Alerts – topic searching or author tracking

- Check the box that says **Send Me Email Alerts** to send
- Check the frequency you would like, weekly or monthly
- Check the type of email you want to receive. They can also be sent in the tagged format for easy RefWorks importing
- This alert can be also be used to track an author's publications.
- Do an author search to find articles by the author and then use the search history to locate that search in the Search History
- Set up the Alert feature with your saved search

### Retrieve a Saved Search

- Log into Web of Science
- Under your name on the right hand side you will see **Open/ Manage Saved Searches**. Click on those words.
- Choose the search you want to perform and click **Open**
- Click **Run**
- Choose special times/ dates and then click **Continue** at the top of the screen
- Click on the number of results to review the list and look at abstracts

### Citation Alerts

- Log into Web of Science
- Search for the article to create a citation alert
- Click on the title in the list of results to see the full description and sometimes an abstract
- Click **Create Citation Alert** on the right side of the screen
- The alert will email you every time a new article appears in the database that cites your chosen article/author

***Tip!!!! Log into the new campus VPN or log into the campus proxy server before running or retrieving your alerts. This will allow you to link through to Full Text content provided by the Kent State Libraries (including all OhioLINK content) if available. Don't forget that some alerts may be Tables of Content for journals only available in print. Check KentLINK to see the holdings of the journal you are interested in.***

## **RSS Feeds of Interest**

U.S. Government News Topics

<http://www.usa.gov/rss/index.shtml>

U.S. Dept. of Education

<http://www.ed.gov/news/newsletters/rssnewsfeeds.html>

National Endowment for the Arts

<http://www.nea.gov/about/NEAFeed.html>

National Endowment for the Humanities

<http://www.neh.gov/whoweare/rss2.xml>

National Science Foundation

<http://nsf.gov/rss/>

U.S. Census Bureau New Products

<http://www.census.gov/mp/www/cpu/index.xml>

Grants.gov Email subscription

[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)

New York Times

<http://www.nytimes.com/services/xml/rss/index.html>

Washington Post

<http://www.washingtonpost.com/wp-dyn/rss/index.html?hpid=distribution>

Wall Street Journal

[http://online.wsj.com/public/page/0\\_0813.html?mod=hpp\\_us\\_podcasts](http://online.wsj.com/public/page/0_0813.html?mod=hpp_us_podcasts)