

Want to be notified when a new book by your favorite author comes in?

Active Alerts will email you when the library gets an item you want.

Log in on the left side of the screen using your library card number and password. The password is the same password you use to login to the computers or use the self-check machine.

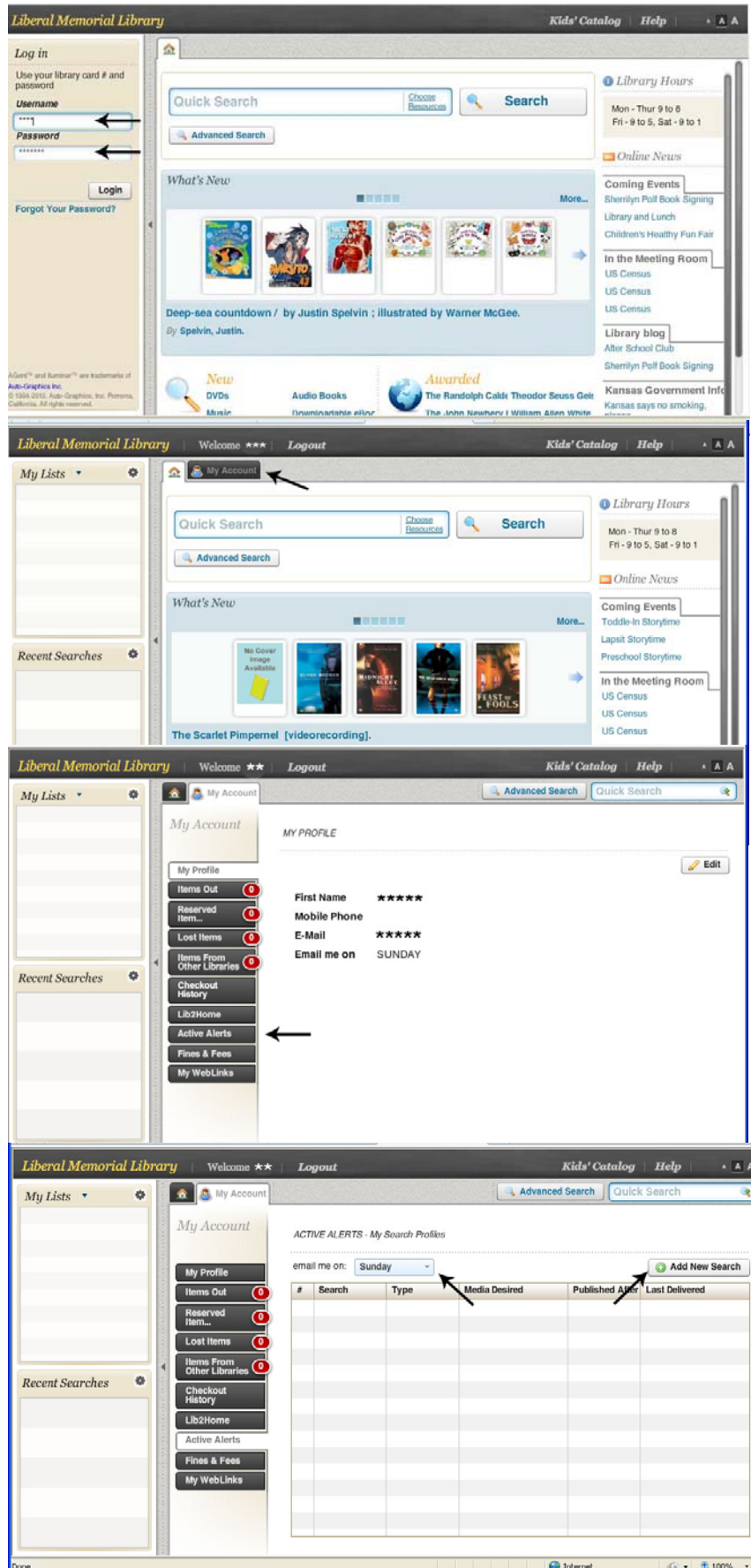
If you do not know your password, you can ask at the front desk.

Click on  My Account

Click on Active Alerts

If you haven't already chosen a day of the week to be emailed on, then click on the drop-down to choose a day.

Click on  Add New Search



The image shows a sequence of four screenshots from the Liberal Memorial Library website, illustrating the steps to set up active alerts.

Screenshot 1: Login Page
The user is on the main library website. On the left, there is a "Log in" section with fields for "Username" and "Password". A black arrow points to the "Password" field. A "Login" button is located below the fields. The main content area features a search bar, "What's New" section with book covers, and a sidebar with "Library Hours" and "Online News".

Screenshot 2: My Account Page
The user has successfully logged in. The top navigation bar now includes "Welcome ***" and "Logout". On the left, there are sections for "My Lists" and "Recent Searches". A black arrow points to the "My Account" link in the top navigation bar.

Screenshot 3: My Account Profile
The user is on their "My Account" profile page. A sidebar on the left contains various account management options: "My Profile", "Items Out", "Reserved Item...", "Lost Items", "Items From Other Libraries", "Checkout History", "Lib2Home", "Active Alerts", "Fines & Fees", and "My WebLinks". A black arrow points to the "Active Alerts" option.

Screenshot 4: Active Alerts Configuration
The user is in the "ACTIVE ALERTS - My Search Profiles" section. At the top, there is a dropdown menu for "email me on:" set to "Sunday". A black arrow points to this dropdown. To the right is a table with columns: "#", "Search", "Type", "Media Desired", "Published Date", and "Last Delivered". A black arrow points to the "Add New Search" button in the top right corner of the table area.

You can search by All Headings, Author, Title or Subject.

If you know the Title and Author of the book you want, you can type them in and leave it set for All Headings.

Select which formats you want.

If you only want books, then select **Book**.

The Date Range will start searching items that were added as of 1 month ago by default.

Click on **Submit**

Your search will run automatically every week on the day you selected.

The screenshot shows a web form titled "Create New Active Alert Search". It includes a search input field with the text "dead in the family charlaine harris", a dropdown menu set to "Contains ALL of these words", and another dropdown menu set to "All Headings". Below these are several checkboxes for search formats: "Audio Cassette", "CD Book" (checked), "Book" (checked), "CDROM", "DVD", "Digital Audio Book" (checked), "Toy", "Video Cassette", "Other", "Music CD", "Digital Music", and "Digital Video". There is a "Start Search When? (Date Range)" dropdown set to "1 month ago" and a "Publication Year (Greater than)" input field with "1800". The "Locations to Search:" dropdown is set to "All Libraries". At the bottom are "Cancel" and "Submit" buttons.

When we have added what you're looking for into the catalog, you will get an email that looks something like this:

