

Find and Hold New Items First

By Laurie Orton, San Juan Island Library Director

Would you like to get notified when new items are added that match a topic, genre, author, or format that you are interested in? It can happen! Say you want to know when any new books by your favorite authors are purchased. Perhaps you want to know what new TV series we get. Or maybe you want to know what newly published picture books have arrived.

Just follow the steps below to set up your own automatic searches, and have the new results emailed to you on a weekly or monthly basis. Here's one Saved Search that I use. I like to know when any new Adult TV series or feature films are added that were produced during the past three years; that way I won't miss any new movies that we get.

To get started, I go to the Library's catalog.sjlib.org/polaris. I click on "Keyword" under the blue "SEARCH" tab. In the box for "Keyword search for" I type an asterisk (*). That's a wild card that will bring back everything in that field. For "Search by" I use the dropdown menu to choose "Title". Then I "Limit by" DVD, and click the "Go!" button. I'm not quite done yet. I've now got a list of ALL of the DVDs the Library owns—adult, young adult and children's, fiction and nonfiction, and produced during any year. Now to apply some expert tips!

I click on the blue "More Search Options" underneath the search boxes. Under the "Collections" heading I click on "Adult Fiction DVD". I can choose more than one collection (if, say, I want Young Adult Fiction DVDs, too) by holding down the control key and clicking on the collections I want to include. I use this method under "Publication Dates" to select 2016, 2017 and 2018. Then I click the "Set Search Options" button.

My search runs. I get all 359 items (as of this date). Wow! Now that only shows what the Library already owns in Adult Fiction DVDs produced during those three years. Now, how can I find out when new ones are added and what they are? Here's the Magic!

On the top right I click on the blue button that says "Save Search." If I'm not already logged in to my Library account, I'll be asked to do that at this point. I see my search criteria on the left hand side in the middle of the page.

I name this search “2016-2018 Adult Fiction DVDs” in the “Search name” field, or simply “New Movies.” My email is automatically filled in, so now I decide if I want to get an email if there are no new results for a period. I can uncheck that box if I don’t.

Then I choose how often I want my search to run—Weekly or Monthly. I can also choose to Suspend the searches here at any time. Then I choose the “Number of times to run.” I choose 100 Weekly searches. Then I click “Save Search” and I’m done!

Here is what a results email I receive later on may look like:

Saved Search Name: 2016-2018 Adult Fiction DVDs

Description:

Search Criteria: FIND TI={freetext}*{/freetext} AND TOM=dvd

Creation Date: Monday, March 13, 2017

Last Run Date: Tuesday, July 11, 2017

No. searches to run: 100

No. searches run: 18

Period of search: Weekly

	<p>Title: While we're young</p> <p>Call Number: WHILE</p> <p>Description: 1 videodisc (97 min.) :</p>	
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The title is a link that takes me to the catalog entry for the item where I can place a hold. I may get zero titles or twenty, depending on how many items that match my search criteria were added that week or month.

Never miss another new book by your favorite author, anything new on a specific subject, any new mysteries, romances, or holiday books, or new graphic novels. You pick what you want to get, and the information is delivered to your email.

Let us know if you have any questions about how to set up your own Saved Searches.

See you at the Library!