Keeping up to date with research
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The webinar will be starting soon.
While you wait, please mute your microphone.
Aims

• Understand how email alerts can help you

• How to utilise the following key platforms:
  ✓ SOLO
  ✓ Bibliographic databases
  ✓ Newspapers
  ✓ Table of Contents services
  ✓ JiscMail

• Managing alerts
How do email alerts work?

Removes distracting superfluous information
Email alerts: advantages

- A lot of services offer email alerts
- The email joins all your other emails
- You can keep your work all in one place
Email alerts: disadvantages

• You will need to go back to the original source and remove yourself from email alerts
• If you like to keep your work separate, having your emails all together may not suit you
Catalogues

- SOLO
- JISC Library Hub Discover
- WorldCat
- Library of Congress
Demonstration
1. Enter search query and click the magnifying button or return key on keyboard
2. Click the ‘Save query’ button at the top of the results page.
3. Click the pin icon at the top of the webpage to go to your Favourites
4. In your Favourites, click ‘Saved Searches’ to see the search you just saved.
5. Click the bell icon next to your saved search in order to turn on email alerts
6. The bell icon will change colour and become filled in to show email alerts have been turned on.
Bibliographic Databases

Cross-search 1000s of scholarly journal articles

Save searches and set up email alerts

Scopus, Proquest, Web of Knowledge, EBSCO databases (Historical Abstracts, Philosophers Index, ATLA etc) and more
Demonstration: bibliographic databases

ProQuest

Web of Science
Demonstration: ProQuest
1. Go to https://search.proquest.com/index

You can select a database if wanted
2. Type your search in the search bar and click the search icon.

Using ‘advanced search’ will give you more options.
3. Click ‘Save search/alert’
3. Click ‘Save search/alert’ and click ‘create alert’. If you want to save or modify your search you will need to create a free account.
Demonstration: Web of Science
1. Search SOLO for ‘Web of Science’ and click ‘online access’
2. You will need to sign in to Web of Science with your personal Web of Science username and password. If you have not got one, click Register to set one up.
3. Enter your search. You can limit to a particular subject database by clicking on ‘more settings’
4. Click ‘create an alert’
5. Fill in the alert name and choose whether to receive emails. Click ‘create alert’
6. To set up an alert for a specific article on the results page click on the article title.
7. Click ‘create citation alert’
7. Click ‘save’
8. To manage your alerts click on ‘Searches and alerts’
Have a go at one of the exercises that interests you & take a break if needed
Newspapers

Use Nexis UK to save searches and set up email alerts
Demonstration: Nexis UK
1. Search SOLO for ‘nexis uk’. Click ‘online access’. Click on an online access option depending on where you are.
2. The Nexis UK homepage will show you any previous activity.
3. Click ‘news’ to search news articles
4. You may want to limit by type or by region. You can enter your search here.

"pitt rivers museum" AND (restitution OR repatriate)
5. Results are automatically sorted by relevance. You can click on the article title to read more.
6. You can read, download or email the article to yourself.
7. You can create an alert by clicking the bell icon or save the search by clicking on ‘actions’.
8. You can view, modify or delete previous alerts by clicking on ‘alerts’ in the top menu
8. Click in the box next to the search you want to modify. You will be able to edit, restart, stop or delete the search.
Journal Table of Contents

Zetoc

JournalTOCs
Demonstration: JournalTOCs
1. Sign up by clicking the ‘sign up’ button in the middle of the webpage.
2. After signing up and signing in, either search for a specific journal in the search bar or browse by subjects or publisher.
3. Once you have found a journal, tick the ‘Follow’ box. This will mean you are following the journal and it has been logged as a journal of interest.
4. To receive email alerts for that journal, click your name in the top right of the webpage and click ‘Followed Journals’ from the dropdown
5. In the ‘Followed Journals’ area of your account, make sure the box at the bottom of the screen is ticked so that it reads ‘Email alerts is on’
JiscMail

• 8,000 mailing lists
• Over 12 million subscribers

https://www.jiscmail.ac.uk/
1. Click ‘Mailing Lists’ in the ribbon menu and click ‘Find and join a mailing list’, ‘A-Z lists’ or ‘Recently Created’
2. Personally, I like to click ‘Find and join a mailing list’, then browse mailing lists by subject.
3. Once you have found a mailing list you would like to join, click ‘Subscribe or Unsubscribe’
4. Enter your name and email address, then click the ‘Subscribe’ button

Subscribe or Unsubscribe to the CEBD-EVIDENCE-UPDATES List

CEBD-EVIDENCE-UPDATES@JISCMAIL.AC.UK

This screen allows you to subscribe or unsubscribe to the CEBD-EVIDENCE-UPDATES list. To confirm your identity and prevent third parties from subscribing you to a list against your message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively by logging in with your LISTSERV password.

The following information is needed for us to manage your subscription to the JiscMail service. We’ll use it, as described in our standard privacy notice at https://www.jisc.ac.uk/websites, as well as to identify problems or ways to make the service better. We’ll keep the information until we are told that you no longer wish to subscribe.

Name: 

Email Address: 

Select List: CEBD-EVIDENCE-UPDATES CEBD Evidence Updates

Subscription Type

- Regular
- Digest (traditional)

Subscribe (CEBD-EVIDENCE-UPDATES) Unsubscribe (CEBD-EVIDENCE-UPDATES) Unsubscribe (All Lists)
Managing your inbox:
Create filters
Mark unread or flag
Create a folder in Outlook desktop app
1. right click in left hand pane
2. Click ‘new folder’
Create filters (called ‘rules’ in Outlook)
Right click on the email you would like to filter and hover over ‘rules’.
Click ‘create rule’.
You will be given various options to create a ‘rule’ with. Click ‘move the item to folder’ and select an existing folder.
What have you learnt?

How to set up email alerts:

- on library catalogues
- on databases
- for newspapers
- for journal table of contents
- on JiscMail

- How to manage your email
Further help

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Copies of handouts will be available on the iSkills guide:
http://libguides.bodleian.ox.ac.uk/workshops
Questions