6-4E My Folder Alert

Use OPAC "Library Services" Function

The Nagoya University Library Search service (OPAC) enables users to save search results.

 *THERS account is required to use these services. For information about THERS account, please refer to the following page:

Information and Communication <https://icts.nagoya-u.ac.jp/ja/services/thersaccount/ms365start.html>

New Arrival Alerts

1. Search Alert

The search alert function serves to inform users when the materials related to registered keywords arrive at the departmental library.

(1) Click on the [New Arrival Alert] button on the left menu of OPAC.

(2) Enter your THERS account, password and the Authenitication code (ontime password) in the User Authentication page to log-in.

* If you want to logout → click on the [Logout] button at the top right side of the page.

(3) Click on [Add New Alert] button.

(4) Enter the matching conditions.

①Choose the material type and holding library.

②Enter the keyword, the author name and so on.

(5) Fill in the items related to delivery alerts.

- Search Alert Title: Will be used as title for the email alert.

- Delivery Frequency: You can choose [Weekly Alerts] or [Monthly Alerts].

- Choose your e-mail address at the [E-mail] section. If you would like to receive the alert to another e-mail address, select [Another Email] radio button and enter your e-mail address.

(6) Click on the [Confirm] button. After confirming the details in the [Check Search Alert Registration] page, click on the [Submit] button.

It is also possible to create search alerts from the search results in the OPAC system [Add Search Alert]

[Search] : Users may search for the materials currently available according to the conditions

* The alert function may not be available for some materials. Please ask about the availability of the materials at each departmental library. → Libraries in Nagoya University

2. Serial Alert

Serial alerts are delivered when new volumes of selected journals arrive in the library.

（1）After searching in OPAC, select the journal and click on the ［ Alert ］ button.

*Alerts are only available for materials with "Accession continuing" at the Continuing column.

（2）To set the alert continue with the same procedures as in "1. Search Alert" point（5）.（refer to the front page for details）


Check "Continuing"
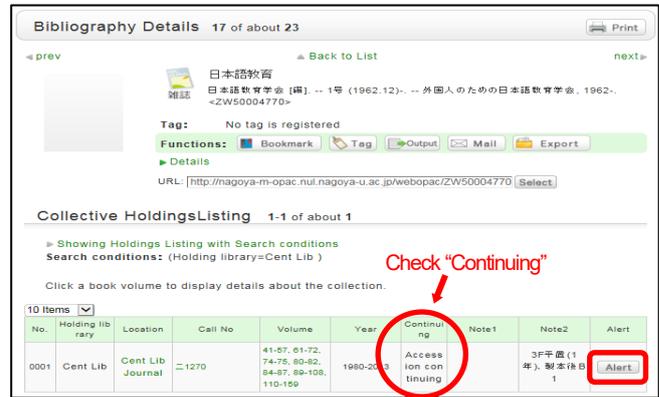
My Folder Function

1. Bookmarks

The Bookmarks function creates a list of materials on the Web. Users may use the function for example to register the books that they already read or plan to read.

（1）Click on the ［ Bookmark ］ button on the Nagoya University Library search result list.

（2）Users may access, edit, print and e-mail the bookmarked materials in My Folder. Users may also export data from My Folder to various citation software such as EndNote, RefWorks.

＊For more information on exporting, please refer to Guide Sheet 6-5 [Export of Reference Management Tools (Exporting to Citation Software)].
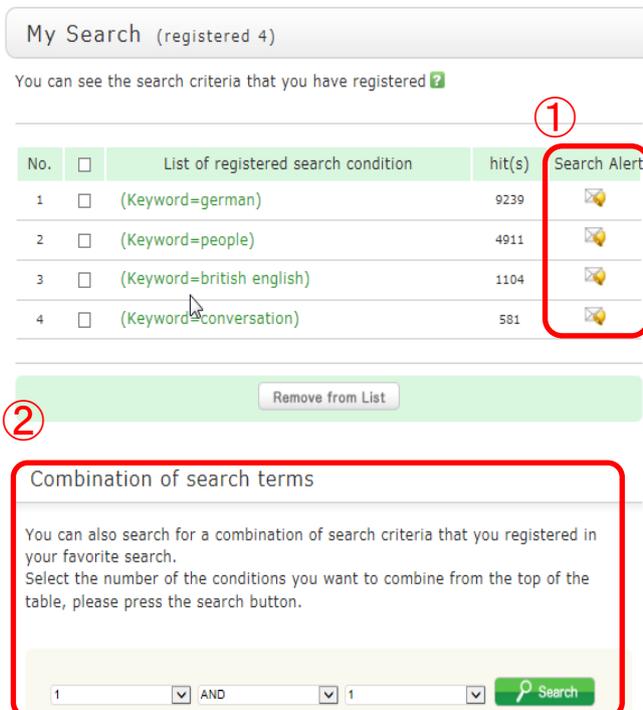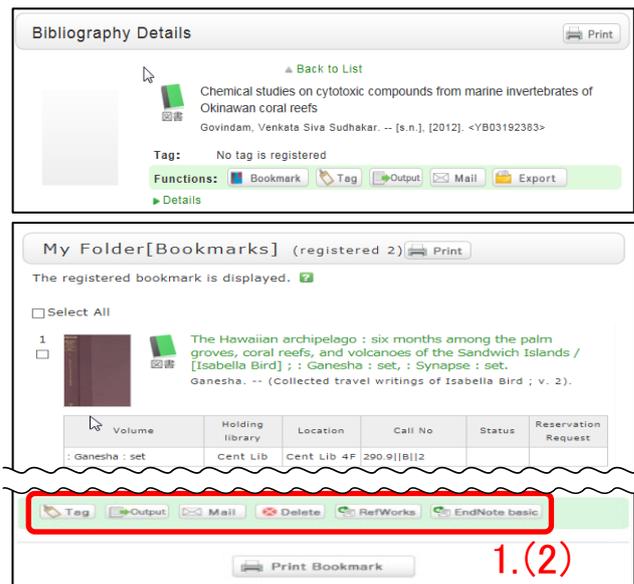
2. My Search

The My Search function enables the saving of search conditions.

（1）Users may register the search conditions to My Folder by clicking on the ［ Save to My Search ］ button.

＊Users may search using the same conditions in the later sessions, and utilize the My Search function as a record of past search conditions.

（2）Users may confirm and edit the registered conditions in the My Search folder located in My Folder.

① Click on the ✉ icon to register it as a new alert.

② The [Combination of search terms] function enables the combination of search criteria that you registered in My Search.

＊When closing My Folder, "☒Abort Processing (close the window)", to close the tab and click ［ Logout ］ on upper right corner on the OPAC page.