

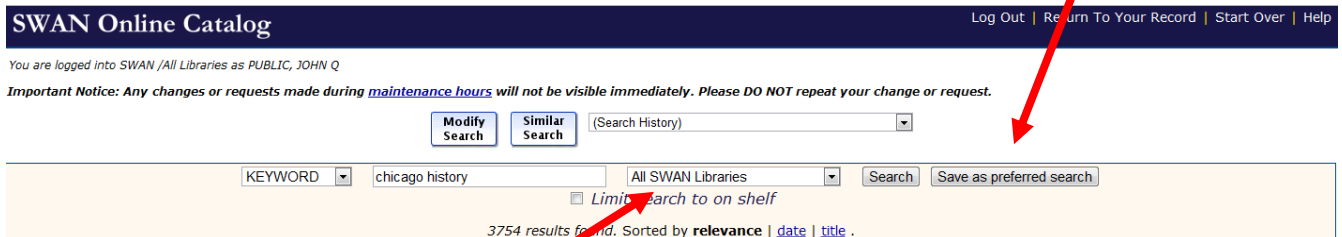
## Email Preferred Searches

### What is it?

When entering a search in the WebPAC, patrons can save the query as a “preferred search” once they have logged into their account. They also have the capability to request email notification whenever materials are entered on SWAN that match one or more of their stored preferred searches. This email notification is sent once a week (on Sunday morning) to the email address in the patron’s record. These emails contain links to the record or records that match their stored preferred search criteria. More than one matching new item can be listed in the same email.

### To save a preferred search

After patrons have logged into “My Account” the interface will allow them to “Save as preferred search” any of their favorite searches.



The screenshot shows the top navigation bar of the SWAN Online Catalog with links for Log Out, Return To Your Record, Start Over, and Help. Below the navigation bar, a message indicates the user is logged in as PUBLIC, JOHN Q. An important notice states that changes made during maintenance hours will not be visible immediately. The search interface includes buttons for Modify Search and Similar Search, a search history dropdown, and a search bar with the keyword 'chicago history'. A 'Save as preferred search' button is highlighted with a red arrow. Below the search bar, there is a checkbox for 'Limit search to on shelf' and a result count of 3754 results found, sorted by relevance, date, and title.

These searches can be scoped to all SWAN libraries, the patron’s home library, or any library chosen from the dropdown. The maximum number of saved preferred searches per patron has been increased from 10 to 25.

### View a preferred search

Once patrons have logged into their account they can view their saved searches by clicking on the “Preferred Searches” button.



The screenshot shows the user profile page for PUBLIC, JOHN Q. The profile information includes the address 125 TOWER DR, BURR RIDGE IL 60527 and a link to My Wish Lists. A red arrow points to the 'Preferred Searches' button in the user menu. The user menu also includes buttons for Modify Your PIN, Modify Email, Search Catalog, Reading History, and My Ratings. On the left side of the page, there are links for 3 requests (holds), \$20.00 in unpaid fines and bills, Help with Renewals, Help with Preferred Searches, and Help with Pay Online. At the bottom, there are buttons for Sort by Due Date, Renew All, and Renew Selected.

## Mark for email

Once their "Preferred Searches" are displayed, patrons can "Mark for Email" their chosen "Preferred Searches" and click the "Update" button. They will now receive an email when any new materials meeting their stored and marked "Preferred Searches" are entered on SWAN. If patrons no longer want to receive emails for new materials, they merely uncheck the appropriate "Mark for Email" box and click the "Update" button.

SWAN Online Catalog Log Out | Return To Your Record | Start Over | Help

You are logged into SWAN /All Libraries as PUBLIC, JOHN Q STAGING PORT

**Important Notice:** Any changes or requests made during [maintenance hours](#) will not be visible immediately. Please **DO NOT** repeat your change or request.

KEYWORD:  All SWAN Libraries   Limit search to on shelf

[2 Items currently checked out](#)  
[3 requests \(holds\)](#)  
[\\$20.00 in unpaid fines and bills](#)  
[Help with Renewals](#)  
[Help with Preferred Searches](#)  
[Help with Pay Online](#)

**PUBLIC, JOHN Q**  
125 TOWER DR  
BURR RIDGE IL 60527  
[My Wish Lists](#)

Mark to Remove	Mark for Email	TITLE	Search
<input type="checkbox"/>	<input checked="" type="checkbox"/>	bruen in All SWAN Libraries	<input type="button" value="Search"/>
<input type="checkbox"/>	<input type="checkbox"/>	global warming in All SWAN Libraries	<input type="button" value="Search"/>
<input type="checkbox"/>	<input type="checkbox"/>	patterson, james in Oak Lawn	<input type="button" value="Search"/>

## Mark to remove (delete preferred searches)

Patrons can also delete a "Preferred Search" by checking one or all of the "Mark to Remove" boxes and clicking on the "Update" button.

From this screen patrons can also click on "search" to run one of their "Preferred Searches".

## Using Search History to Save a preferred search

When patrons forget to click "Save as a preferred search", they can use their session "Search History" to run their search again and then click the "Save as preferred search" button.

SWAN Online Catalog Log Out | Return To Your Record | Start Over | Help

You are logged into SWAN /All Libraries as PUBLIC, JOHN Q STAGING PORT

**Important Notice:** Any changes or requests made during [maintenance hours](#) will not be visible immediately. Please **DO NOT** repeat your change or request.

KEYWORD:    Limit search to on shelf

(Search History)  
(Search History)  
KEYWORD: baby einstein in All SWAN Libraries  
KEYWORD: galway ireland in All SWAN Libraries  
KEYWORD: chicago history in All SWAN Libraries  
(Clear Search History)  
(End Search Session)

216 results found. Sorted by [relevance](#) | [date](#) | [title](#) .  
Result Page [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

If you should have any questions, please contact either Beverly Curley (630-734-5163) or Renee Clanton (630-734-5169).