

Alerting Services

Ingenta

What is it?

An automated alerting service (**for Bethel University faculty and staff**) that sends you:

- The tables of contents for up to 50 periodical titles as they are published
- Reports of weekly searches for up to 25 topics of your choice

What database is searched?

A list of about 28,000 periodicals - everything from *Acta pharmaceutica*: a quarterly journal of Croatian Pharmaceutical Society and Slovenian Pharmaceutical Society, to *Zymurgy*, or something more familiar such as *Christianity Today* and *Sports Medicine Digest*.

How do I get the results?

All the information is sent to your e-mail account.

Who pays for this service? (SEARCHING IS FREE, BUT ALERTS ARE NOT)

The Bethel University Library pays for faculty. Others may subscribe for \$50 per year.

How do I register to use the service? (Directions are for faculty: individual accounts will require payment information)

- Follow the directions below, or
- If you have any questions, feel free to contact Carole Cragg x6065 or c-cragg@bethel.edu

Day 1

- Go to [Ingenta](#)
- Click on Register
- Click on Personal (Personal Registration)
- Fill in required information - required fields have an *

Remember your username and password!

WAIT UNTIL THE NEXT DAY TO PROCEED!

Information will be delivered to your email as titles are published or as the weekly searches are run.

Suggestions:

- If there are very few hits in the entire Ingenta/UnCover database when you search before adding an alert to your list, you may wish to broaden the search somewhat because the weekly search will only look for materials added that week.
- To see which periodicals are indexed, search by first letter of the title, words in title, or subject area.

Day 2

- Go to [Ingenta](#)
- Fill in your username and password
- Click on Enter
- Click on Manage My Ingenta
- Choose
 - *My Fax/Ariel Research Alerts (Formerly Reveal - searches to have done weekly) up to 25
 - *My Fax/Ariel TOC Alerts (Table of Contents as journals are published) up to 50

Follow the directions whenever you wish to add or delete new searches or journal titles.

THESE SERVICES ARE FREE TO BETHEL STAFF & STUDENTS

CSA Databases

- ATLA Religion Database
- ERIC (Education)
- Physical Education Index
- Philosopher's Index
- PsycINFO
- Social Service Abstracts
- Sociological Abstracts
- BioOne

Basic information about CSA alerts

- The database(s) will be searched weekly and results sent to your email.
- Alerts are in place for approximately 6 months and may be renewed or allowed to expire.
- You may add, revise, renew or delete at any time.

To Save a Search Alert

- Perform a search on the topic of your choice.

- Click on

Search Tools

- Click **Alerts**

- Create an account by clicking on **New User?** or enter your email address and password if you have already done so.

Logout Quick Search Advanced Search Search Tools Browse 0 Marked

Personal Login

Combine Searches Alerts History Command Search Thesaurus Indexes

Open Your Personal Profile

Enter the email address and personal password you used to save searches or alerts.

Email address:

Personal Password:

Continue

[New user? Create a personal profile](#) | [Forgot your password?](#)

- Choose your preferences for limiting to English. **DO NOT** choose to limit to journal articles. CSA has informed us that for some technical reason, very few items are formally classified as articles and you're likely to miss most of the material you hope to see.
- Choose the format that you want your results emailed (Short format, Full format, Full—omit refs, or Custom format).
- You may also deselect database(s) from the search query, or enter comments to appear with the search results when emailed.



- Click **Save as Alert**.

EBSCOhost Databases

Basic information about EBSCOhost alerts

- Searches will be run and results sent according to your preferences.
- You may add, revise, renew or delete at any time.

To Save a Search Alert

- Perform a search on the topic of your choice in Advanced Search (default)
- Click [Search History / Alerts](#), then [Save Searches / Alerts](#)
- Enter your user name and password or click ***I'm a new user*** to create a *myEBSCOhost* account.
- Enter a name and description for the Alert.
- At Save Search As, select **Alert**. Select from the options for Frequency, Articles published within the last..., and Run Alert for... in the drop-down menu.
- Enter your email address. You may enter multiple addresses by separating them with a semicolon.
- Give your Alert a subject and title. Mark your preferences in the remaining boxes.
- Click **Save**

To Create a Journal Alert

- Click on **Publications**
- Type journal name in **Browse Publications** box and click **Browse**.

Browse Publications:

- Click on title [American Journal of Sociology](#)
- Click on **Journal Alert** in the upper right corner.
- Enter your user name and password or click **I'm a new user** to create a *myEBSCOhost* account.
- Choose how long to run the Alert from the drop-down menu.
- Enter your email address. You may enter multiple addresses by separating them with a semicolon.
- Give your Alert a subject and title. Mark your preferences in the remaining boxes.
- Click **Save**

ScienceDirect

Basic information about ScienceDirect alerts

- Allows you to create:
 - Search Alerts- notifies you when a stored search retrieves new results
 - Topic Alerts- notifies you when new articles pertaining to a specific topic are available.
 - Volume/Issue Alerts- notifies you when a new issue of a particular journal or a new volume of a particular book becomes available
 - Citation Alerts- notifies you when a selected article is cited by new articles.
- Alerts are run daily, weekly, monthly or as published and e-mailed to you.

To Create Alerts

- Click **Alerts**
- Click **Register Now** to create an account or enter your user name and password if you have already done so.
- Choose the type of Alert you'd like to set up and follow the directions given.

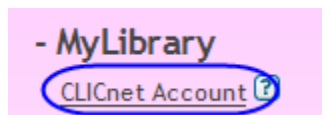
[CLICnet](#)



Basic Information about CLICnet Saved Searches

- CLICnet will be searched weekly and results sent to your email.

To Save a Search

- Click on **CLICnet Account** under MyLibrary on the Library home page





- Type in your name (real name, NOT username) and Barcode (lower left of Bethel ID – DO NOT use letters, just numbers)
- Click on
- When the results appear, click on  Save as preferred search
- Next click on  and then [Preferred Searches](#)
- Check Mark for Email and click Update List

Proquest Databases




Basic information about Proquest alerts

- Searches will be run and results sent according to your preferences.
- You may add, revise, renew or delete at any time.

To Save a Search Alert

- Perform a search on the topic of your choice in Basic (default) or Advanced Search.
- Click 
- Fill out the  pop-up form

To Save a Journal Alert

- Click 
- Search for the journal and click on the journal title.
[Professional School Counseling; Alexandria](#)  Full Text: 1997 - current
- Click 
- Fill out the pop-up form