

*Personalize Your
Experience with the JPL
Catalog Using:*

Preferred Searches
in the JPL Catalog



&

Reading Lists
in the JPL Catalog



Preferred Searches, My Lists and Reading History Lists are some of the features available when using the Jericho Public Library Catalog. **For all of these services, you must be logged into your Jericho Library account** and you must have a valid email address. You may update your account at any time by visiting www.jericholibrary.org, selecting “My Account” and entering your library barcode and pin. When logged in, select “Modify Personal Information.” Here you can make any changes to your email address, select how you would like to receive notices from the library, as well as sign up for SMS Text Message notification.

Preferred Searches

What is a Preferred Search?

When you are searching the catalog, you may save any search, e.g., keyword, author, etc., as a “Preferred Search.” This saves you from having to re-enter searches that you do frequently based on your interests or needs. Another advantage is whenever new material is added to the collection that matches your saved “Preferred Search,” the library will email you, notifying you that you can place a request, or visit the library to borrow the material.

How to Save a Preferred Search

On the left, select “New Search.” Enter any keyword(s) for your search. When the results show click the “Save as preferred search” button, next to where you entered your search term(s).

How to Perform a Preferred Search

Click on “Preferred Searches” on the left. If you have previously saved past search terms, you will see them displayed here. Choose the item you would like to search for again, and click the “Search” link on the right. This will display a search with the term(s) you have selected.

How to Receive Preferred Search Email Alerts

Select “Preferred Searches” on the left. You will see any previously saved search terms. Select which ones you wish to receive email notifications for by putting a check mark under the column “Mark for Email.” Be sure to click “Update List” when you are finished making your selection(s).

If you have any questions, or need assistance with either of these services,
please see a librarian at the Reference Desk.



My Lists and Reading History Lists

What are My Lists?

You may create lists of books that you wish to read in the future. From these lists you can place a request for items or share your reading list with friends or family. You can create and manage lists by subject, author, or by the date the entry was added to the list.

How to Save an Item in My Lists

- On the left, select “New Search.”
- Enter any keyword(s), title, or author for your search.
- From the results list, check the box next to any item you wish to save in your list.
- Click “Add Marked to My Lists” located at the top of the search results.
 - ⇒ If this is the first time you are using a list, you will need to create a new list. Name your list anything you would like such as author “Danielle Steel” or if you’re searching for recipes, perhaps you’d like to name it “Food.”
 - ⇒ If you already have lists created, select the list you wish to add your selection to from the drop down menu [Select a list] at the top of your search results and click “Add Marked to My Lists.”

Reading List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

How to Access My Lists

Click on “My Lists” on the left. If you have previously saved lists, you will see them displayed here. Choose the list you would like to access. Here you will see all of your saved items. You may place a request for any of these items by clicking the Request button next to the item.

How to Share My Lists with Friends or Family

Select “My Lists” on the left. Click on the list you wish to share. Click the “Export List” button. Choose the format of your list (Full Display or Brief Display are the most common). Under “Send List To,” enter the email of the person you wish to share your list with. After sending the email, be sure to click “Empty Bag.” Instead of sending an email, you may save this list to a flash drive by selecting “Local Disk.”

Reading History List

The system can save the items that you check out in your Reading History (you must opt-in to activate this feature). This is found when logged into your account, on the left side. This list can also be shared as described above.



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