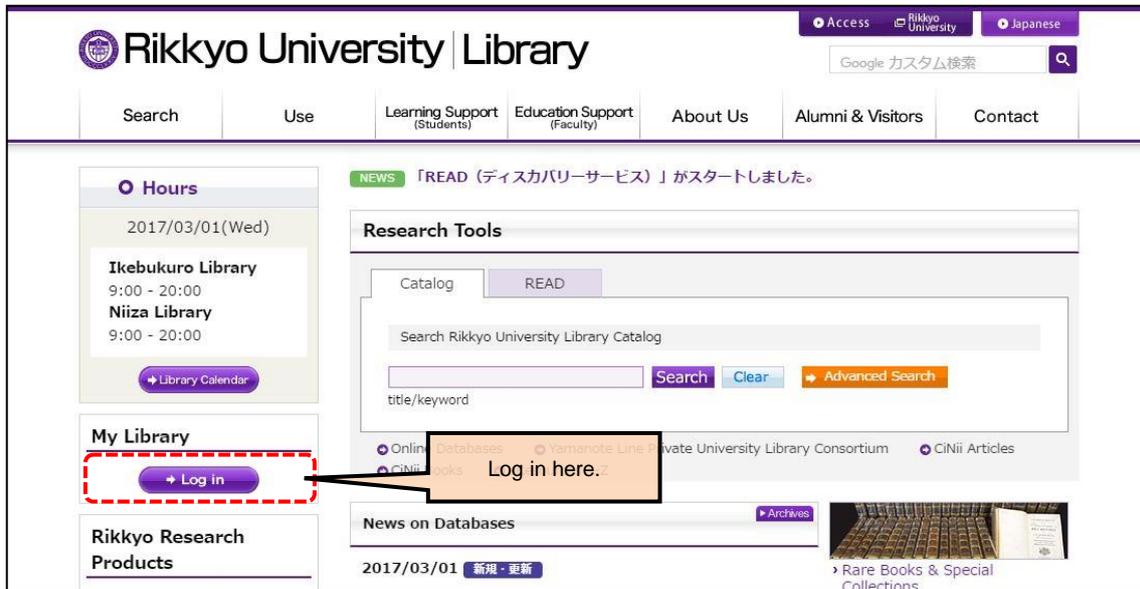


[A guide to the “New arrival alert services”]

1. Click the login button on the library portal website, MyLibrary, from the library's homepage or the OPAC screen.

[A: From the library homepage]



[B: From the OPAC screen]



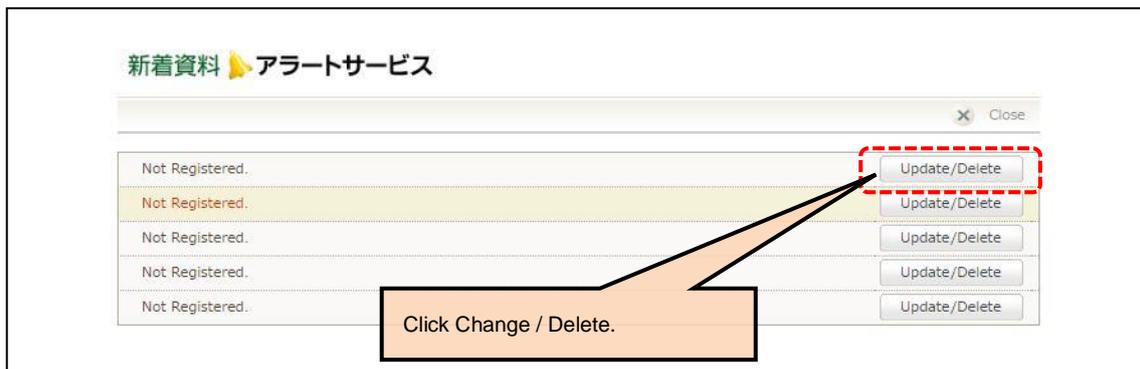
2. Log in using the same ID/PW as V-Campus when the login screen is displayed.



3. When you log in successfully, the initial MyLibrary screen will be displayed. Click See More under Alert Service.



4. When the Newly Issued Materials Alert Service screen is displayed, click Change / Delete, the first item.



5. Enter the necessary items for ① Registered name, ② Search conditions、③ Email address and ④ Frequency of distribution regarding the materials for which you want to create alert registrations and click Register / Change. (\*1)

The screenshot shows the 'New arrival alert services' registration form. The form is titled '新着資料 アラートサービス' and includes a 'Close' button. The form is divided into several sections: 'Registered Name', 'Search Conditions', 'Send Mail', and 'Delivery Address'. The 'Registered Name' field contains 'The Oxford guide to library research'. The 'Search Conditions' section has 'Simple Search' selected and 'Advanced' as an option, with the search phrase 'The Oxford guide to library research' entered. The 'Send Mail' section has 'Delivery Requested' selected and the email address 'test01@rikkyo.ac.jp' entered. The 'Delivery Address' section has 'Every day' selected for the frequency of notification. The 'Register/Update' button is highlighted with a red dashed box. Four callouts provide instructions: ① Enter your registered name (a name that is easy to understand was given as a distinguishable title). ② Enter a search phrase (if it is a magazine or a journal, enter its full title.\*2). ③ Enter your email address (your preference for notification\*3) and the frequency of notification. ④ Click Register / Change.

\*1: For the above-mentioned example screen, if materials that match the search phrase Information Science and Technology (a full magazine title) are checked in (received), a notification will be sent to the entered email address with the entered frequency (every day for every check-in). \*2: If you click Detailed Search, you can add more conditions for the search phrase. \*3: If you chose no preference for email notification, confirm it by logging in to MyLibrary.

6. Confirm that the registered name is displayed.

The screenshot shows the confirmation screen for the 'New arrival alert services'. The form is titled '新着資料 アラートサービス' and includes a 'Close' button. The form displays the registered name 'The Oxford guide to library research' and the search phrase 'The Oxford guide to library research'. The 'Update/Delete' button is highlighted with a red dashed box. The form also displays 'Not Registered.' for the search conditions and the frequency of notification.

⇒ Because Newly Issued Materials Alert Service will be activated by another window, click Logout from Item 3. MyLibrary login screen after closing this page.

7. If newly issued materials (books, magazines and journals, etc.) that meet the registered conditions are checked in, the following email will be sent with the registered notification frequency. The email address is [opac@rikkyo.ac.jp](mailto:opac@rikkyo.ac.jp). (Emails to this address will not be answered.)

