

## Library Catalog “Preferred” Searches

1. Log in to My Library Record

- Click on the My Library Record link from the library homepage ( <http://www.library.drexel.edu>) or the Catalog search page ( <http://innopac.library.drexel.edu/search/>).
- Enter your Drexel email ID and password to login (or your name, University ID and PIN if you don't have a Drexel email ID).

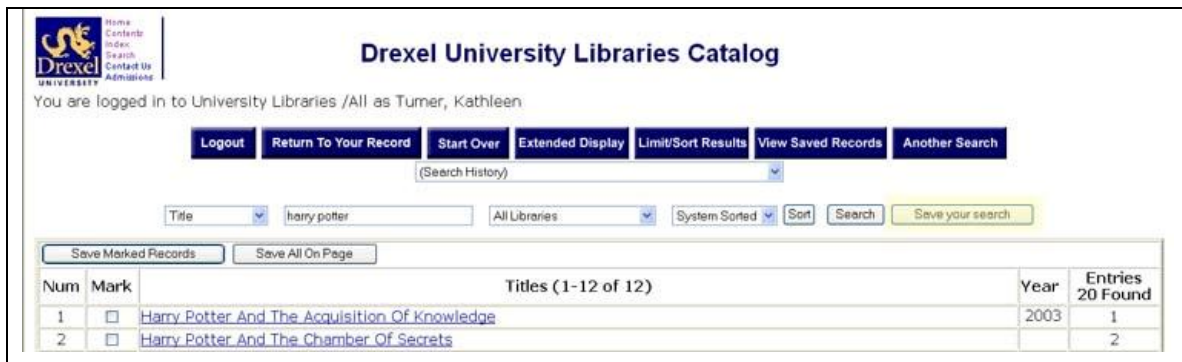


2. Click on the Search Catalog button.

3. Complete your search using the strategy you want to save.

- Tip: Use Advanced Keyword to include multiple terms in your search. See our Catalog Search Guide ( <http://innopac.library.drexel.edu/screens/guide.html>) for more help.

4. Look for the “Save your search” button at the end of the line of search boxes (above your search results, but below the row of buttons):



**Drexel University Libraries Catalog**

You are logged in to University Libraries /All as Turner, Kathleen

Logout Return To Your Record Start Over Extended Display Limit/Sort Results View Saved Records Another Search

(Search History)

Title  All Libraries System Sorted

Save Marked Records Save All On Page

Num	Mark	Titles (1-12 of 12)	Year	Entries 20 Found
1	<input type="checkbox"/>	<a href="#">Harry Potter And The Acquisition Of Knowledge</a>	2003	1
2	<input type="checkbox"/>	<a href="#">Harry Potter And The Chamber Of Secrets</a>		2

5. To create more saved searches, use the Start Over to clear the search strategy and go back to the main catalog page.

6. If you want to view your list of searches, and set them for email alerts, click “Return to Your Record”.

- a. Click on the Preferred Searches button to see your list of searches.



- b. If you want to receive an email message when a new item is added to the catalog that matches your search, check the box under “Mark for Email”, then click the “Update List” button.



- c. To delete searches, check the box under “Mark to Remove” and click the “Update List” button.
- d. To see everything in the catalog that currently matches your search, click on the “Search” link.