

Library Helpsheet No. 5

Keeping up to date with new journal content

Keeping up to date with the latest journal content in your area of interest can be crucial to supporting your professional development, research and evidence based practice.

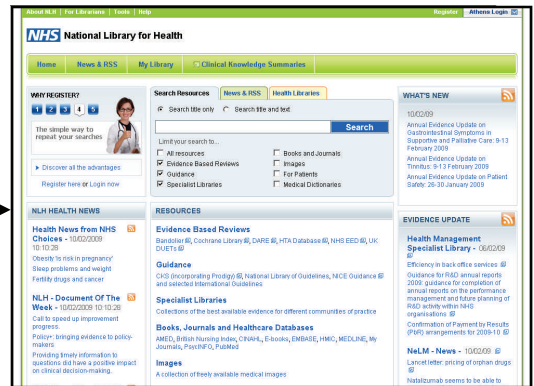
Zetoc Alert is an alerting service provided by the British Library that is freely available to all NHS staff. Zetoc Alert automatically sends you e-mails listing the table of contents from your chosen journals. It can also e-mail you details of articles that match a chosen author or keyword search. You will need an NHS Athens account to access this resource.

How do I access Zetoc Alert?

Log in to the National Library for Health (NLH) website with your NHS Athens username and password at:

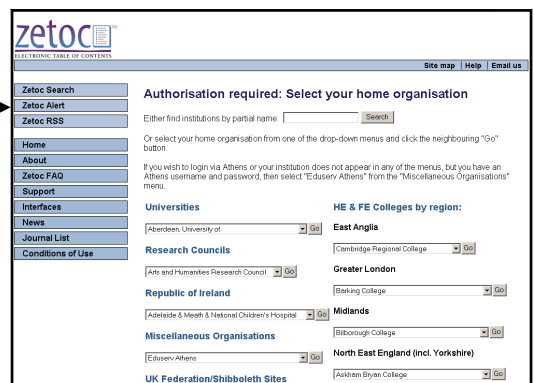
www.library.nhs.uk

Once logged in, go to the 'My Library' section and scroll down the page to view your list of resources. ZETOC - BL Electronic Table of Contents should be at the bottom of the list; select this link and Zetoc will open in a new window.



Alternatively you can go directly to <http://zetoc.mimas.ac.uk>, but you will be asked to select your home organisation in order to verify your identity.

Select the drop-down menu for 'Miscellaneous organisations' then select 'National Health Service (England)'. You will then be asked to log in with your NHS Athens account details.



For more information on NHS Athens, please see *Helpsheet No. 1: Creating and using an NHS Athens account*, or ask library staff.

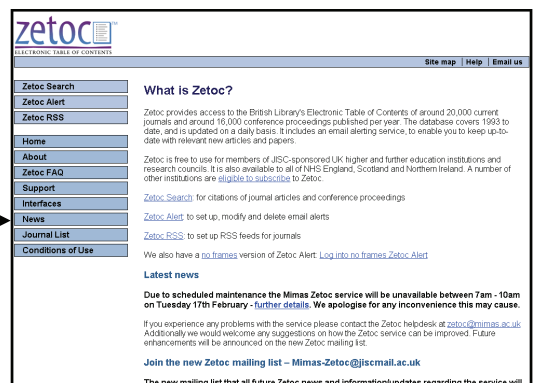
How do I create a new alert list?

Before you can set up a journal or search alert, you need to create a new alert list.

From the Zetoc homepage, select the link to Zetoc Alert. Enter your email address in the box provided and enter a list name. You have the option to include hypertext links which take you from the alert email to the full record in Zetoc.

Click on the 'create' button and you will get confirmation that the list has been created, as well as the date of expiry, which is 12 months from the date of creation.

At the bottom of the confirmation page you have the option to add journals or add searches to your list. You can set up a journal alert by adding journals or searches.



Or create a new Zetoc Alert list for:

Email Address:

Optional List Name:

Include hypertext links to full records in zetoc? Yes No
(Note: you can change this option at any time by selecting the Renew/Modify button within Zetoc Alert.)

Click the 'Create' button to reach a confirmation page, giving you information about your Alert, specifying the terms and conditions of use and providing links for you to add journals and to add searches for authors and titles.

How do I set up a new journal alert?

From the Zetoc Alert page, select the list you wish to add a search alert to, and select 'Add Journals'.

You will be presented with a split-screen display; the left-hand side of the screen shows all the journals that are currently in the list. The right-hand side of the screen is where you choose journals to add to the list.

There are three ways to choose journals:

1. Select a letter to view an alphabetical list of journals
2. Select journal names containing a string (part of the journal name). Note that this is not a keyword search.
3. Select journals by subject category; select one of the subjects and you will be given a list of journal titles in that category.

Once you have found a journal title, select the 'Add' button to add it to your alert list.



You may add up to 50 journals to each Alert List, and there is no limit on the number of lists you can create.

How do I set up a new search alert?

This function allows you to add searches containing author names and / or keywords from the article title.

From the Zetoc Alert page, select the list you wish to add a search alert to, and select 'Add Searches'.

You will be presented with a split-screen display; the left-hand side of the screen shows all the searches which are currently in the list. The right-hand side of the screen is where you enter your searches to add to the list.

There are two ways that you can add a search to your list:

- **Keywords:** If you are looking for articles and papers about a particular topic, enter one or more keywords to appear in the article title
- **Authors:** If you are looking for articles and papers by a particular author or authors enter one or more names in the box. E.g. enter the name followed by the initial(s) in double quotes e.g. "Smith A"

You can combine keywords from the title and author(s) in the same search.

Once you have finished your search, select the 'Add to list' button.



More detailed assistance is available from the 'Help' section within the Zetoc website; select the blue question marks as you navigate the site.

To return to the homepage at any point, select the Zetoc icon.



Further assistance

A number of user guides are available from the Zetoc site. To access them from the Zetoc homepage, select the 'Support' link. The 'Zetoc FAQ' link provides a collection of Frequently Asked Questions.

Setting up journal content alerts is covered in the Integrated Library Service training session, *Electronic Resources 6: Accessing NHS e-journals and e-books*. For more information about training and to book a place on this session, please visit the Integrated Library Service web pages at www.whnt.nhs.uk/library.

Visit the Integrated Library Service webpages at www.whnt.nhs.uk/library