

Library Services

Simple Selective Dissemination of Information (SDI) User Guide

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Introduction

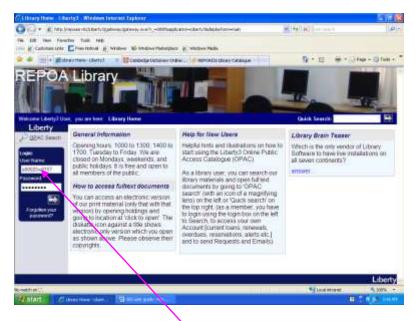
Selective Dissemination of Information (SDI) is a proactive way of informing or sending a resource centre user information about new information material s/he has specified based on what s/he is doing. With a help of REPOA resource centre software package (Liberty3), we now offer such a service using e-mail alerts.

Setting and Receiving E-mail Alerts

In order to enjoy this service, someone must be able to log in to our library home page. Login will be enabled when you are registered after completing a membership form for free membership particularly for receiving e-mail alerts only. Before receiving e-mail alerts you have to do the following:

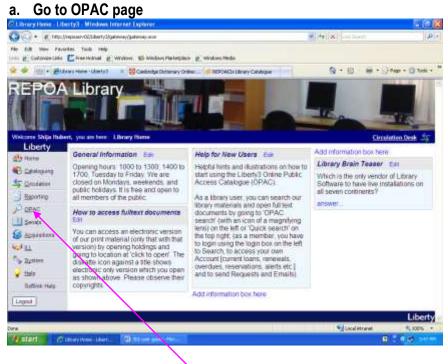
1. LOGIN

The login page / browser is http://mail.repoa.or.tz/liberty3

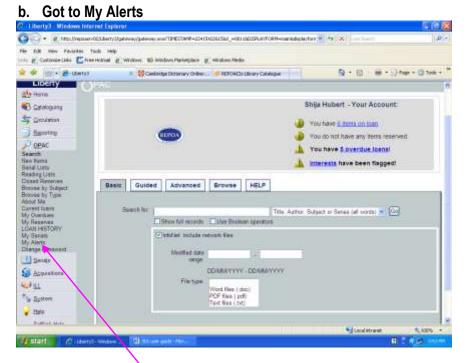


Write your username and password in the login panel

2. SETTING E-MAIL ALERTS

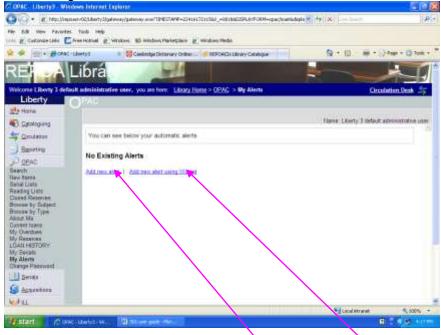


Open OPAC page on the left menu



Click on My Alerts on the left menu after collapsing OPAC

c. Adding alerts



Now you can add a **new alert** either **direct** or using a **wizard** (the system walks you through the setting - thus the wizard is recommended)

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Adding new alert without a wizard

Complete **e-mail**, **subject**, **search** and **begin date** field then click on **Add** button on top left of the window, then wait for the e-mail with alerts

NB: your search should have either a subject (.su.), author (.au.) or

series/ title (.ti.) e.g. governance.su. for subject; Shija.au. for author

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d. Adding more alerts

You can add more alerts, edit or delete them

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New e-mail

f. Listing of latest additions

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Information material received based on subject (.SU.), author (.AU.) or title (.TI.) set in e-mail alert

For more support, e-mail us at library@repoa.or.tz or repoa@repoa.or.tz