



Library Services

Simple Selective Dissemination of Information (SDI) User Guide

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Introduction

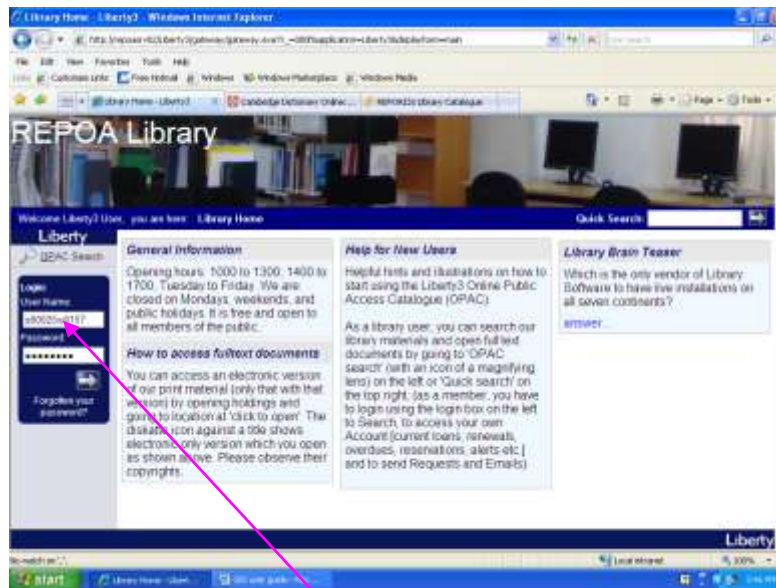
Selective Dissemination of Information (SDI) is a proactive way of informing or sending a resource centre user information about new information material s/he has specified based on what s/he is doing. With a help of REPOA resource centre software package (Liberty3), we now offer such a service using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

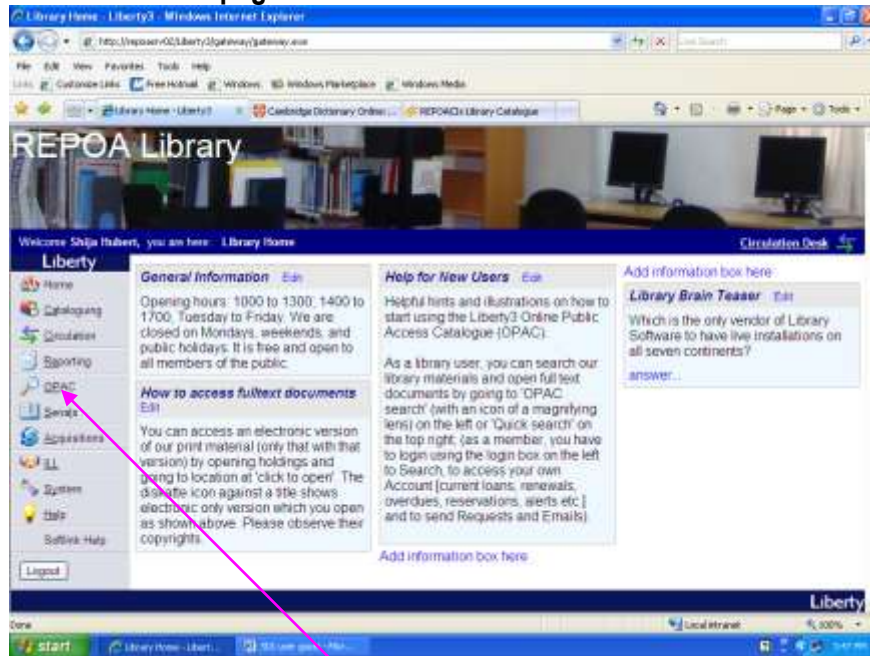
The login page / browser is <http://mail.repoa.or.tz/liberty3>



Write your **username** and **password** in the login panel

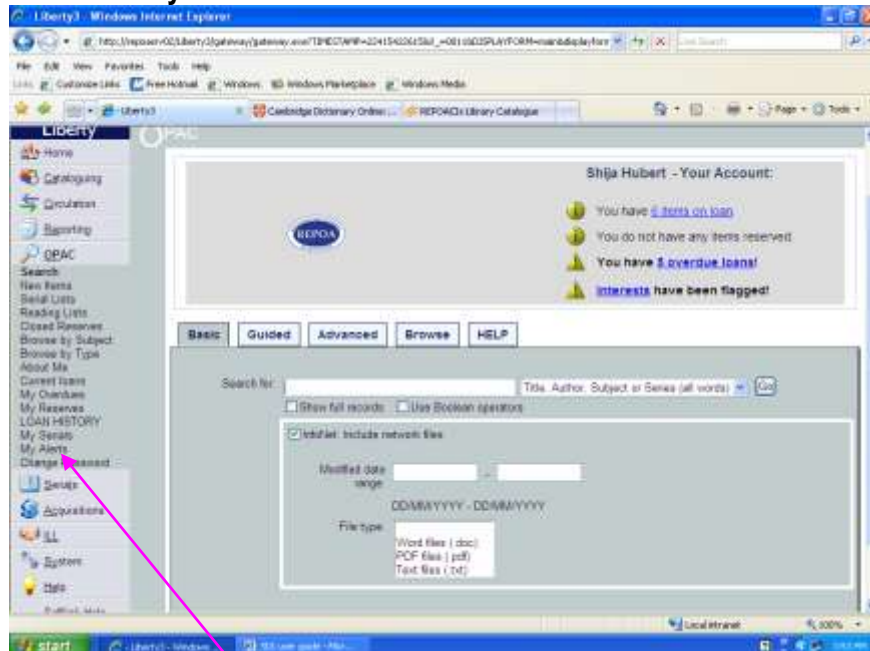
2. SETTING E-MAIL ALERTS

a. Go to OPAC page



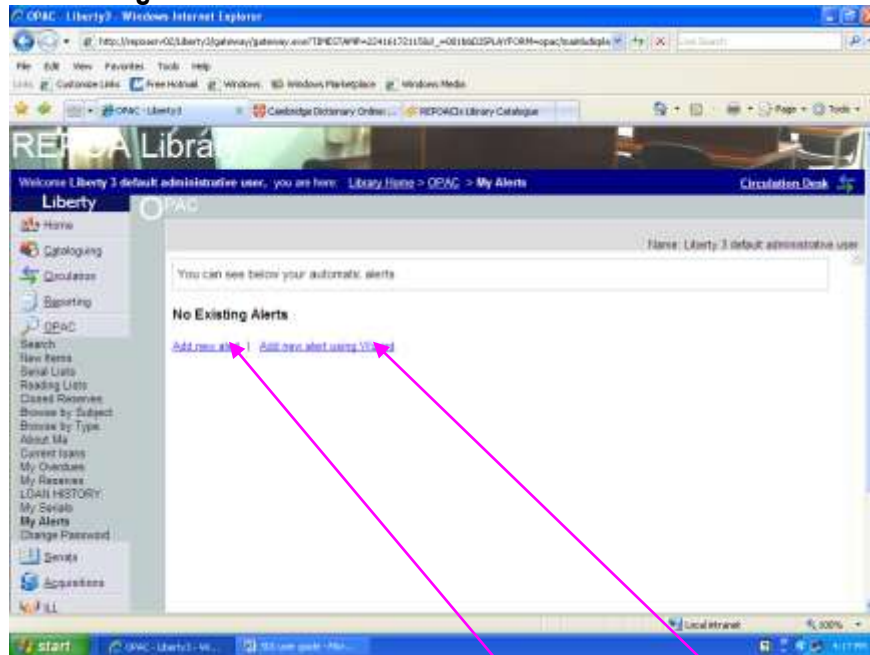
Open OPAC page on the left menu

b. Got to My Alerts



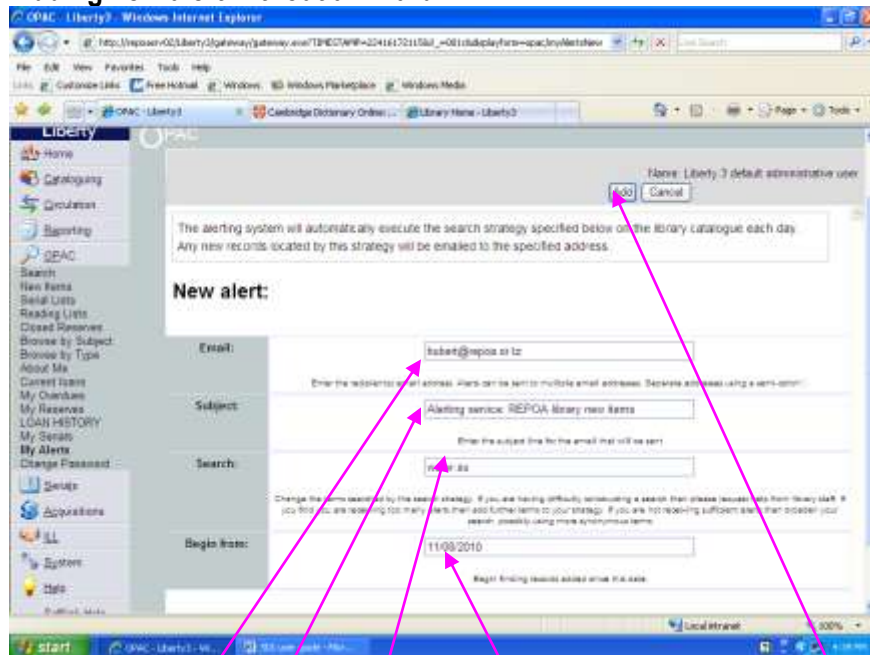
Click on **My Alerts** on the left menu after collapsing OPAC

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)

Adding new alert without a wizard

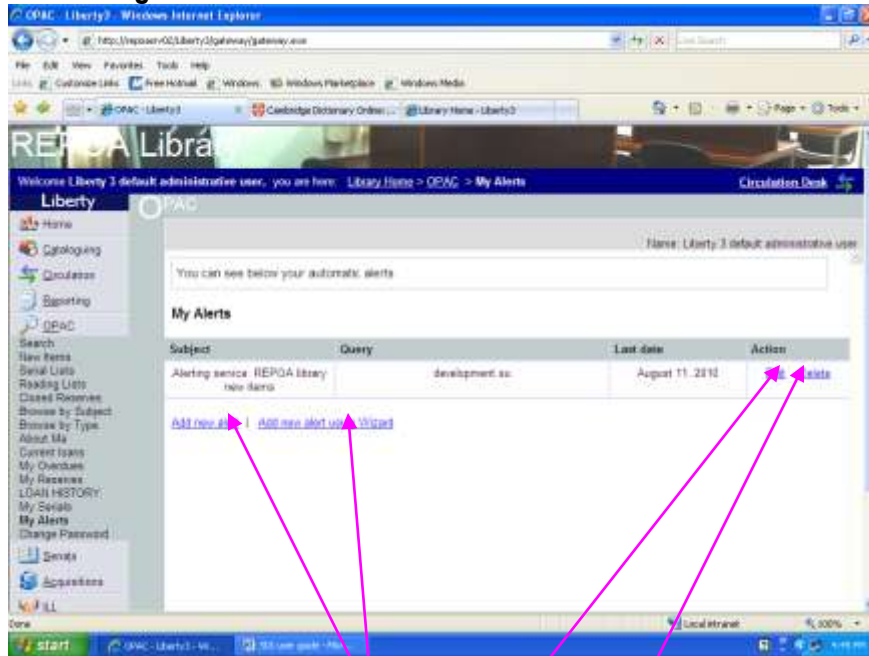


Complete **e-mail**, **subject**, **search** and **begin date** field then click on **Add** button on top left of the window, then wait for the e-mail with alerts

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

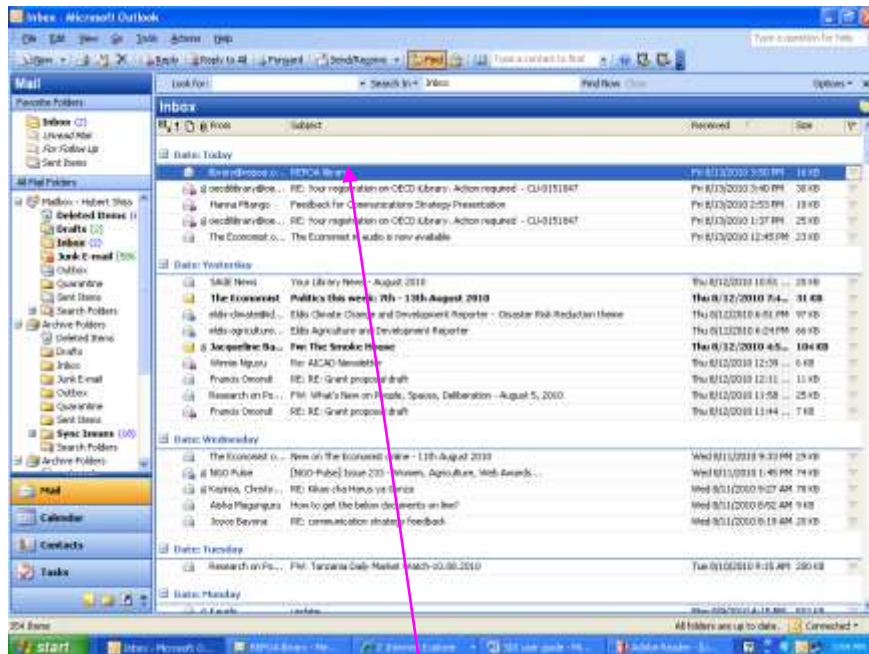
series/ title (.ti.) e.g. governance.su. for subject; Shija.au. for author

d. Adding more alerts



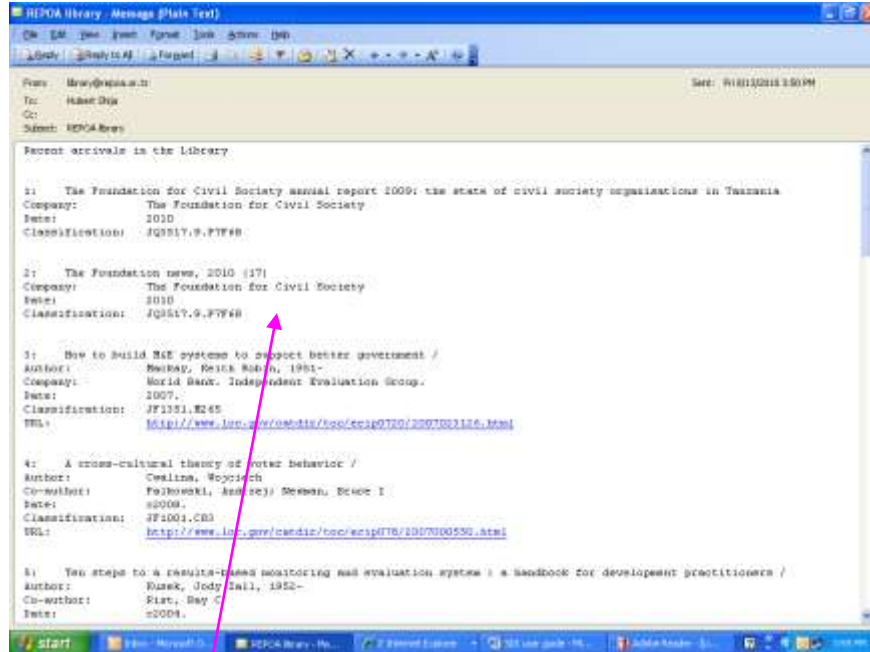
You can add more alerts, edit or delete them

e. Wow! Alert received in my inbox



New e-mail

f. Listing of latest additions



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@repa.or.tz or repa@repa.or.tz