



Resource Centre Services

Simple 'Selective Dissemination of Information' (SDI)/ 'My Interests' User Guide

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Introduction

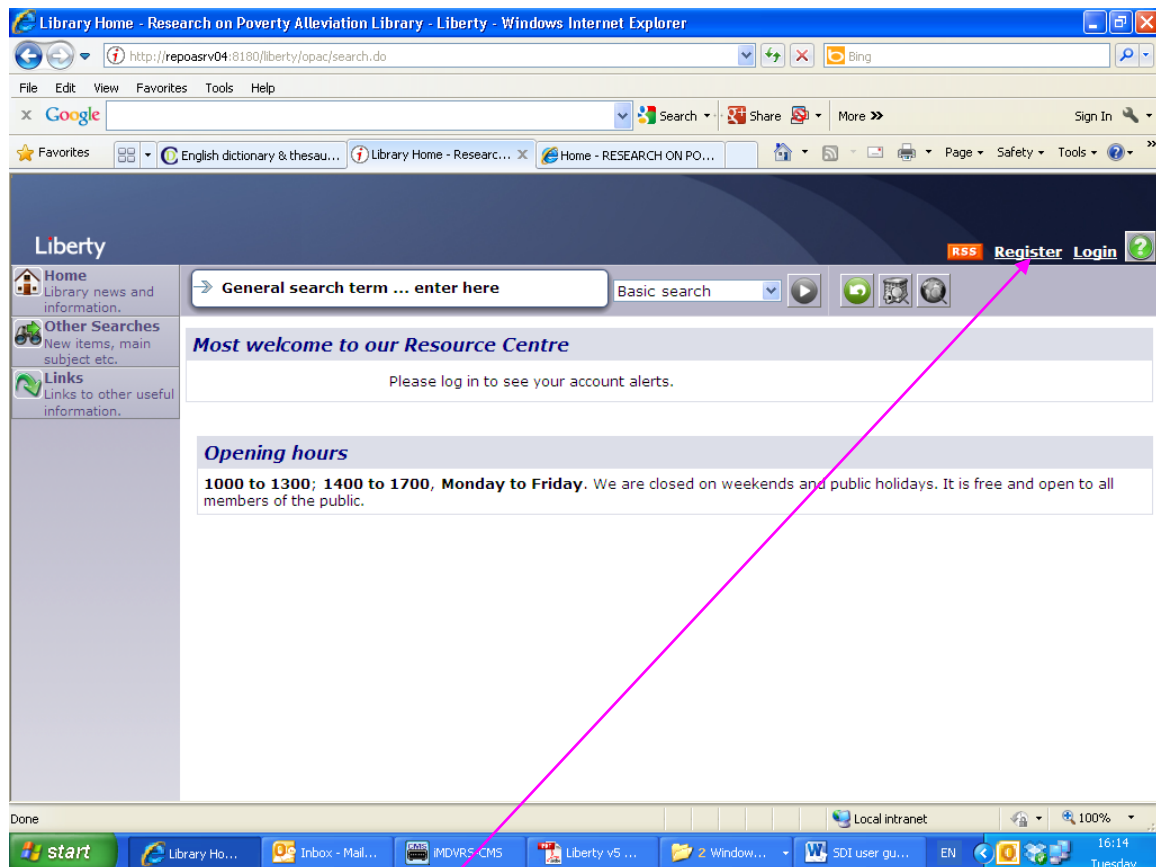
Selective Dissemination of Information (SDI) also known as My Interests is a proactive way of informing or sending resource centre user information about new information material s/he has specified based on what s/he is doing. With a help of REPOA resource centre software package called Liberty5, we 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. Registration

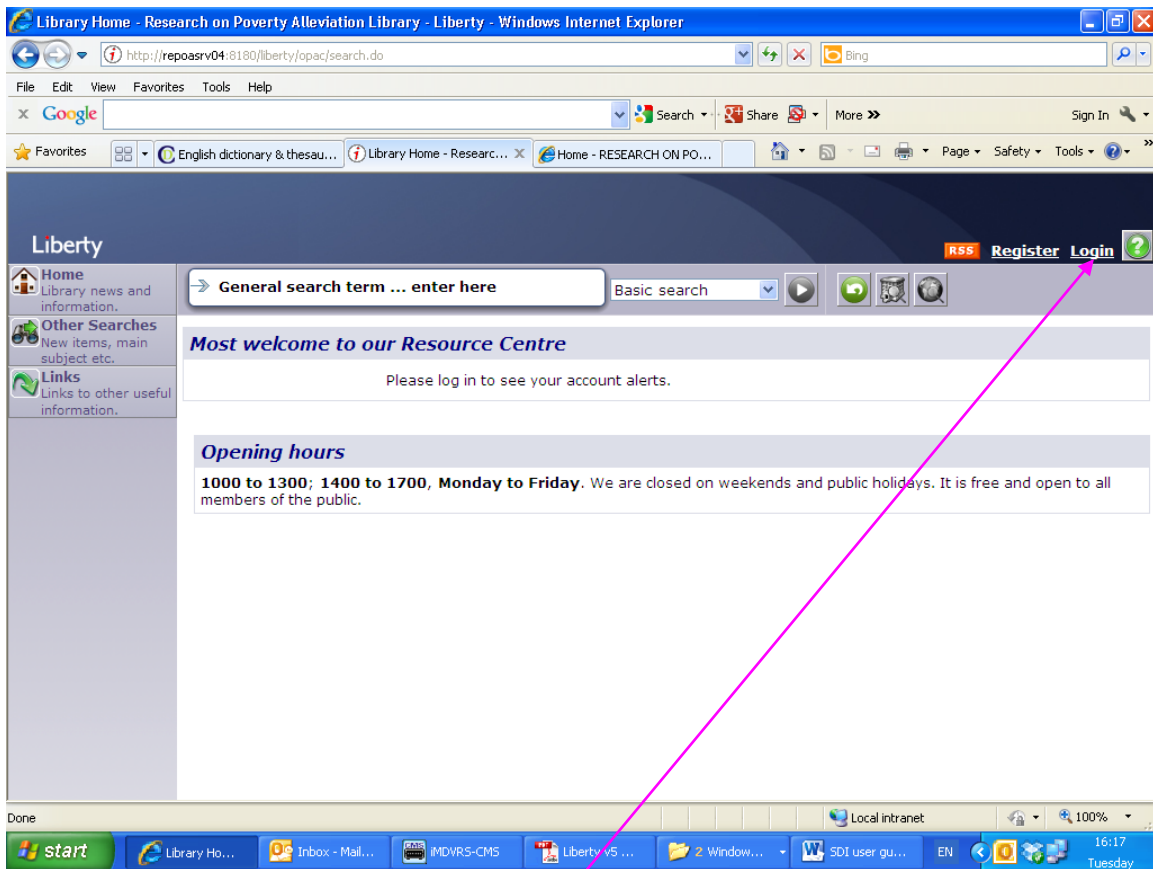
Register online on 'Register' on top right of library catalogue page by going to our library catalogue whose address is <http://mail.repoa.or.tz:8180/liberty> then you wait for an approval from the librarian.



Open registration form on 'register' button

2. LOGIN

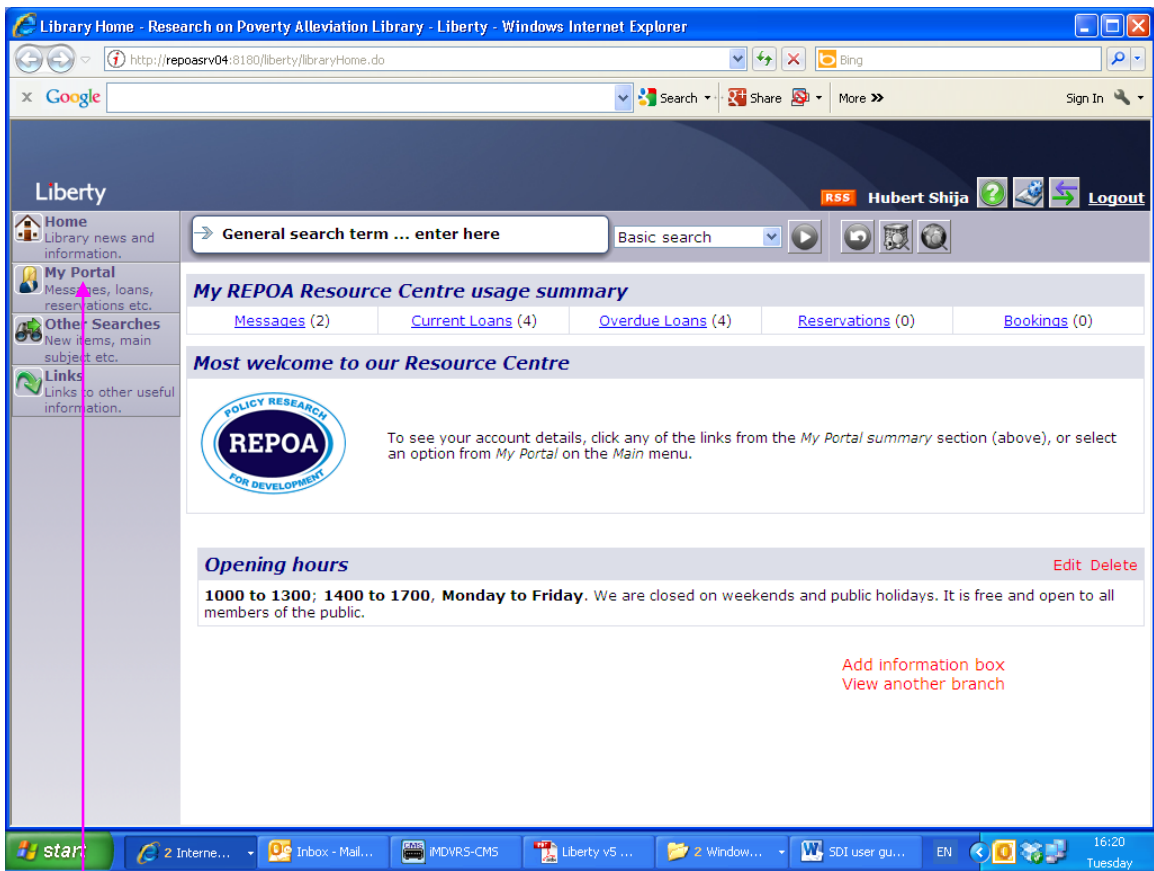
The login page / browser is a library catalogue page <http://mail.repoa.or.tz:8180/liberty>



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

2. SETTING E-MAIL ALERTS

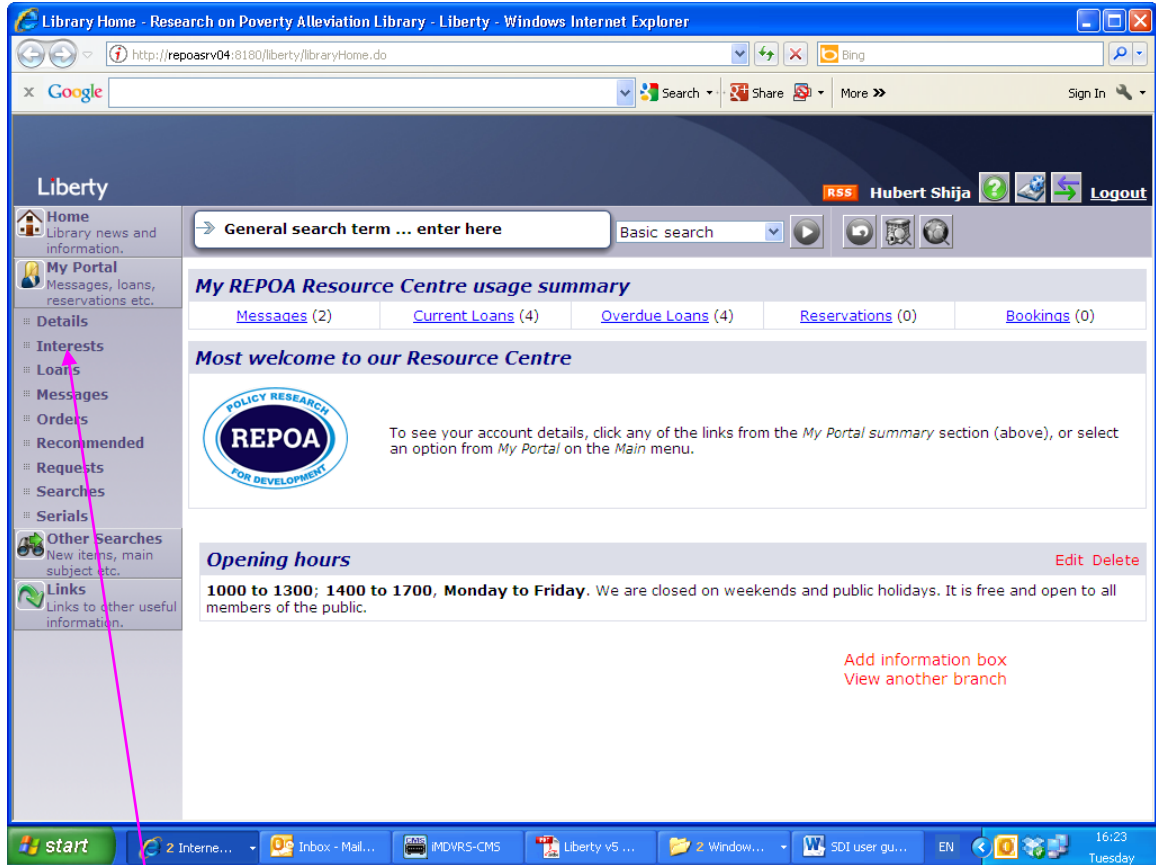
a. After logging in, go to My Portal



The screenshot shows a web browser window titled "Library Home - Research on Poverty Alleviation Library - Liberty - Windows Internet Explorer". The address bar shows the URL "http://reposrv04:8180/liberty/libraryHome.do". The page content includes a navigation menu on the left with links for Home, My Portal, Other Searches, and Links. The main content area features a search bar, a "My REPOA Resource Centre usage summary" table with columns for Messages (2), Current Loans (4), Overdue Loans (4), Reservations (0), and Bookings (0), and a section titled "Most welcome to our Resource Centre" with the REPOA logo and a message about account details. Below this is an "Opening hours" section with the text "1000 to 1300; 1400 to 1700, Monday to Friday" and links for "Add information box" and "View another branch". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "16:20 Tuesday".

My Portal link

b. Then move to 'Interests'



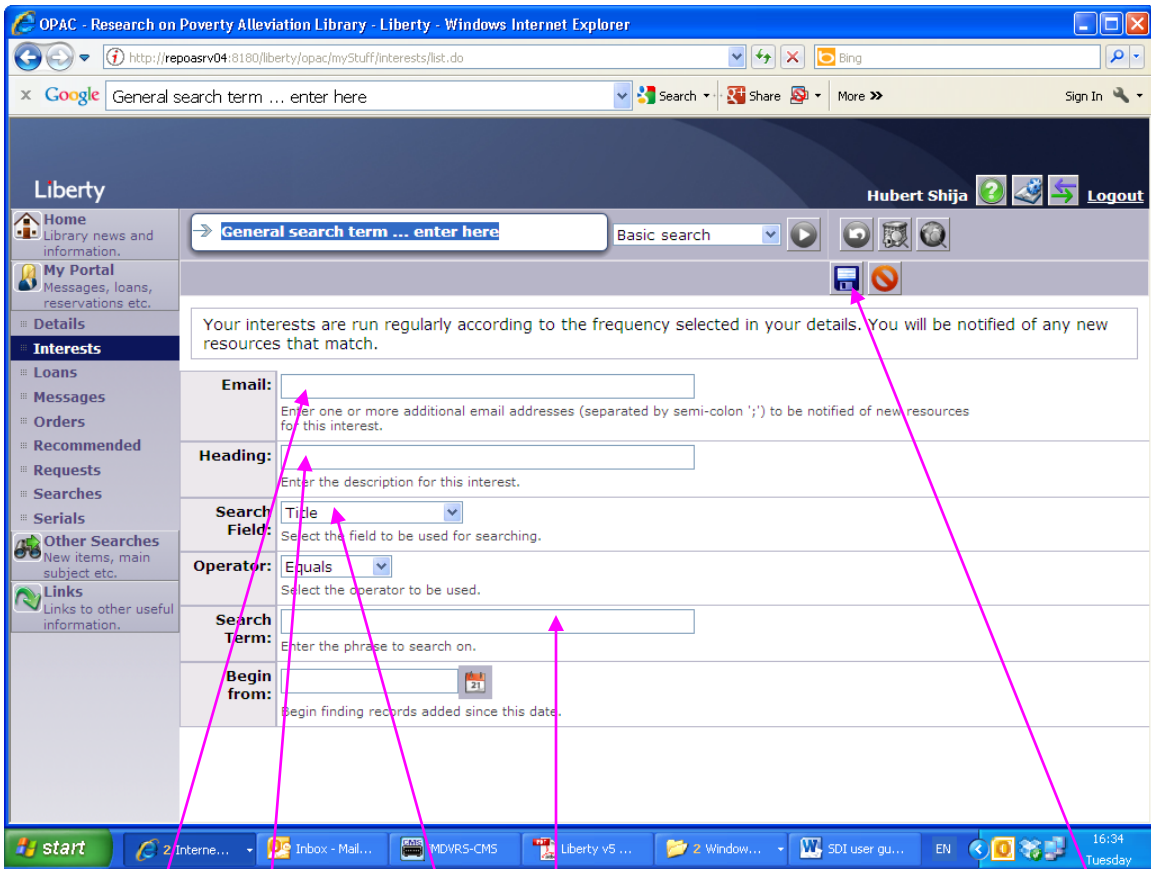
Click on **Interests**

c. Adding new interests and editing the subscribed to

The screenshot shows the OPAC interface for the Research on Poverty Alleviation Library. The user is logged in as Hubert Shija. The interface includes a search bar, a navigation menu on the left, and a table of interests. The table has two columns: 'Subject' and 'Query'. The 'Add' button is highlighted with a pink arrow, and the 'Edit' button is also highlighted with a pink arrow.

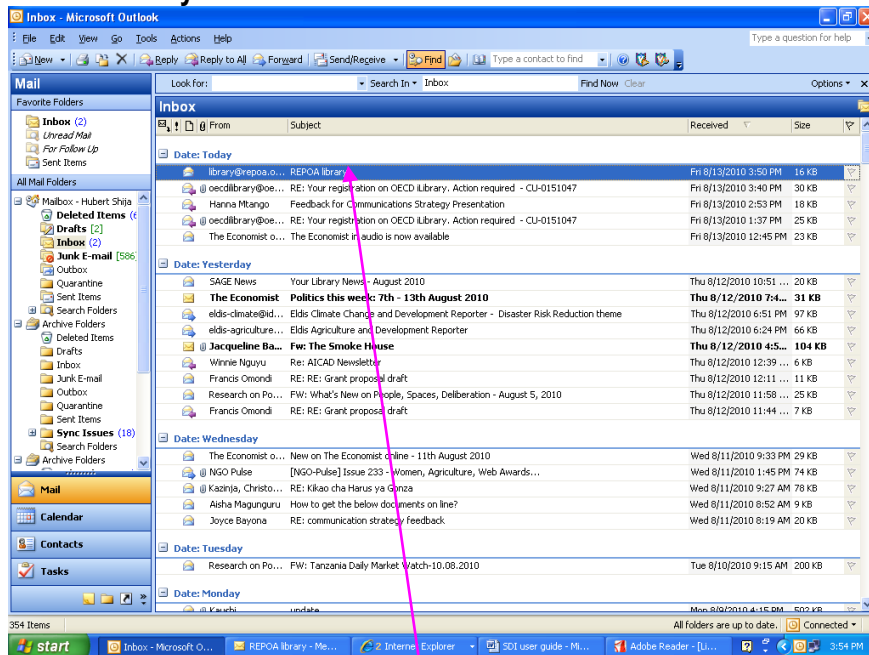
Subject	Query
poverty	Subject = "poverty"
New items	(gender).SU.
Development	(gender).SU.

Now you can edit existing interest on **Edit** button or adding news ones on **Add** button

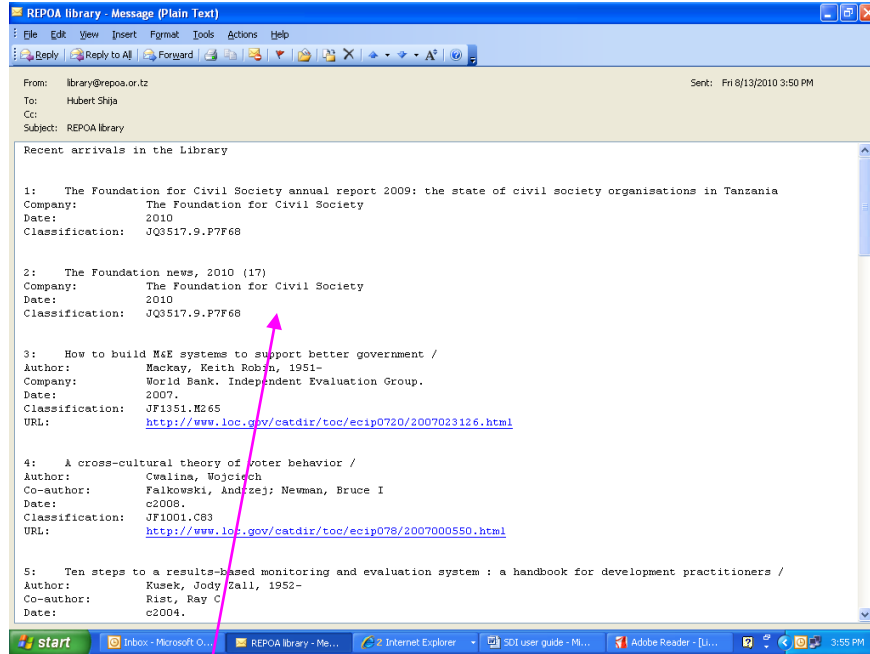


Complete **e-mail**, **e-mail subject**, **search**, **search term** and **begin date** fields then click on **Save** button on top, then wait for the e-mail with alerts

Wow! Alert received in my inbox



Listing of latest additions



Information material received based on your areas of interests

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