

MY FAVORITES PROFILE

AND TELL ME WHEN EMAIL NOTIFICATIONS

With your Library Account you can keep track of your favorite authors and subjects and also be notified when the library will have new materials from your favorites.

STEP 1 - MY FAVORITES PROFILE

With your *My Favorites Profile* you can specify how often you would like to be notified of new materials. You may also choose to save Authors and Subjects of items you check out as a *My Favorite*.

1. Log into your library account: From the [Washington County Library](#) Web site click on **Review My Account**. Enter your library card barcode number and PIN (or last 4 digits of your phone).
2. Click on **My Favorites Profile**.
3. Select **7**, **14**, or **30** days from the dropdown box to choose how often you would like to be notified of new materials from your favorite *Tell Me When* authors and subjects.
4. **If** you would like items you **check out** to be saved on your *My Favorites* lists, select the **check box** next to “I want all authors and subjects of items I check out be counted *automatically* as **My Favorites**.” By default, this option is turned OFF.
5. Click **OK**.

The screenshot shows the Washington County Library website interface. At the top left is the logo for Washington County Library with the tagline 'READ LEARN ENJOY'. Below the logo is a navigation bar with links: Search, Find It Fast!, Search Other Libraries, Electronic References, Ask a Librarian, Library Website, and My Account. Below the navigation bar is a green bar with links: Go Back, Help, and Logout. The main content area is divided into two columns. The left column is titled 'My Favorites Profile' and contains the following text: 'I want to be notified every 7 (days) about new Tell Me When authors and subjects.' Below this is a checkbox labeled 'I want all authors and subjects of items I check out be counted automatically as My Favorites.' and an 'OK' button. The right column is titled 'Library Info' and contains links: Hours and Locations, Events Calendar, About the Library, and New and Suggested Titles.

STEP 2 – TELL ME WHEN

The *Tell Me When* feature allows you to select Authors and Subjects as *My Favorites* and then receive an email notification when the library has new materials by that Author or on that Subject. To select *Tell Me When* favorites do:

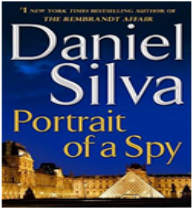
1. Search the [Classic Catalog](#) for a title, author, or subject of interest.
2. Click on a title in the **Search Results** list to view the full **Item Details** for that title.
3. To be notified about new materials from this *Author* click on [Tell me when new materials by this author are available](#). This author will be saved to your *My Favorite Authors* list.
4. To be notified about new materials on this *Subject* click on [Tell me when new materials on these topics are available](#). The first subject term associated with this title will be saved to your *My Favorite Subjects* list. If that subject is already on your list the next subject term not on your list will be saved. To see which subjects are assigned to this title click on **Catalog Record**.

Search Find It Fast! Search Other Libraries Electronic References Ask a Librarian Library W
 Go Back Help New Search Previous Next Change Display Marked Titles My Lists Bookmark this pa
 My Favorites Profile Logout

record 3 of 46 for search author "silva" [Change Display](#)

Item Details

Mark
 +My List



Place Hold
 Nearby items on shelf
[Tell me when new materials by this author are available](#)
[Tell me when new materials on these topics are available](#)

Item Information [A Look Inside](#) [Catalog Record](#)
Title Portrait of a spy
Author Silva, Daniel, 1960-
Publisher: HarperCollins,
Pub date: c2011.
Pages: 455 p. ;
ISBN: 0062072188
Item info: No copies currently available. [Place Hold](#)
 (Estimated wait is 17 days) .

Library	Copies	Material	Location
Holdings			
R. H. Stafford (Woodbury)	3	Book	Checked out
FICTION SIL	1	Book	On hold shelf
Bayport Library	1	Book	Checked out
FICTION SIL			
Hardwood Creek (Forest Lake)	4	Book	Checked out
FICTION SIL			
Oakdale	1	Book	Checked out
FICTION SIL			
Park Grove (Cottage Grove)	1	Book	Being transferred between libraries
FICTION SIL	1	Book	Checked out
Stillwater Library	1	Book	Checked out
FICTION SIL			
Wildwood (Mahtomedi)	1	Book	Checked out
FICTION SIL			

Go Back Help New Search Previous Next Change Display Marked Titles My Lists Bookmark this pa
 My Favorites Profile Logout

STEP 3 – VIEW AND MANAGE YOUR *MY FAVORITES* LISTS

When you are logged into your library account your *My Favorites* lists will display at bottom of the **Quick Search** and **Advanced Search** screens in the [Classic Catalog](#).

The screenshot shows the Washington County Library website interface. At the top, the logo reads "Washington County LIBRARY" with the tagline "READ LEARN ENJOY". A navigation bar includes links for "Search", "Find It Fast!", "Search Other Libraries", "Electronic References", "Ask a Librarian", "Library Website", and "My Account". Below this is a secondary navigation bar with "Go Back", "Help", "Bookmark this page", "Permalink", "My Lists", "My Favorites Profile", and "Logout".

The main content area is divided into several sections:

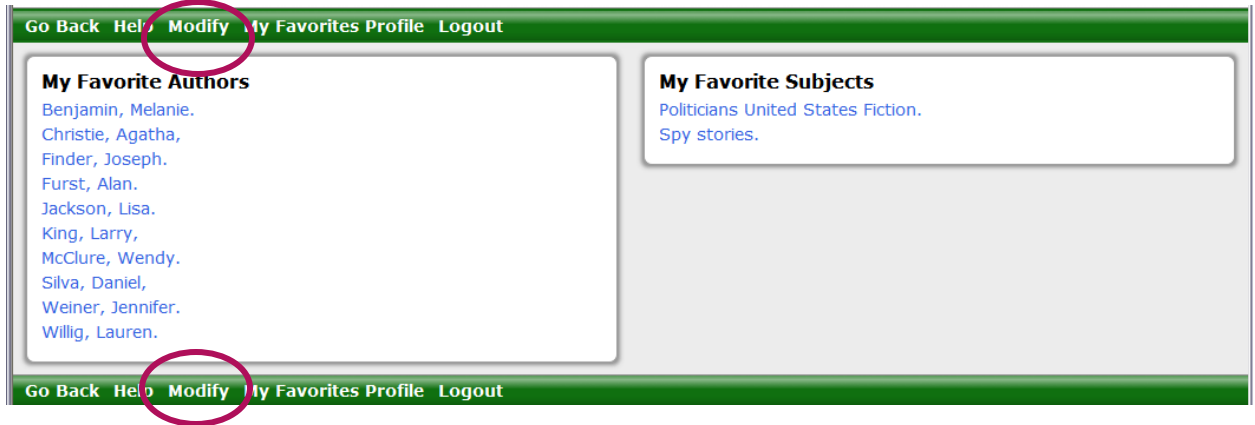
- Quick Search:** Features a search box with a "Search" button, a "library:" dropdown menu set to "ALL", and a checkbox for "Search only eBooks and eAudiobooks". A link for "Advanced Search" is also present.
- Library Info:** A sidebar with links for "Hours and Locations", "Events Calendar", "About the Library", and "New and Suggested Titles".
- What Others Are Reading:** Lists "Hottest title: [Buried prey](#)", "Hottest author: [Patterson, James](#)", and "Hottest subject: [Dogs--Fiction](#)". A "Full list" link is provided.
- My Favorite Authors:** Lists "Benjamin, Melanie.", "Christie, Agatha,", and "Finder, Joseph.".
- My Favorite Subjects:** Lists "Politicians United States Fiction.", "Spy stories.", and "More favorites". A red arrow points to the "More favorites" link.

At the bottom, there is a footer with "Powered by: SirsiDynix", "Washington County Library, MN", "Copyright © 2000 - 2011, SirsiDynix", and a "Top" link. The browser's address bar shows "Internet" and a zoom level of "100%".

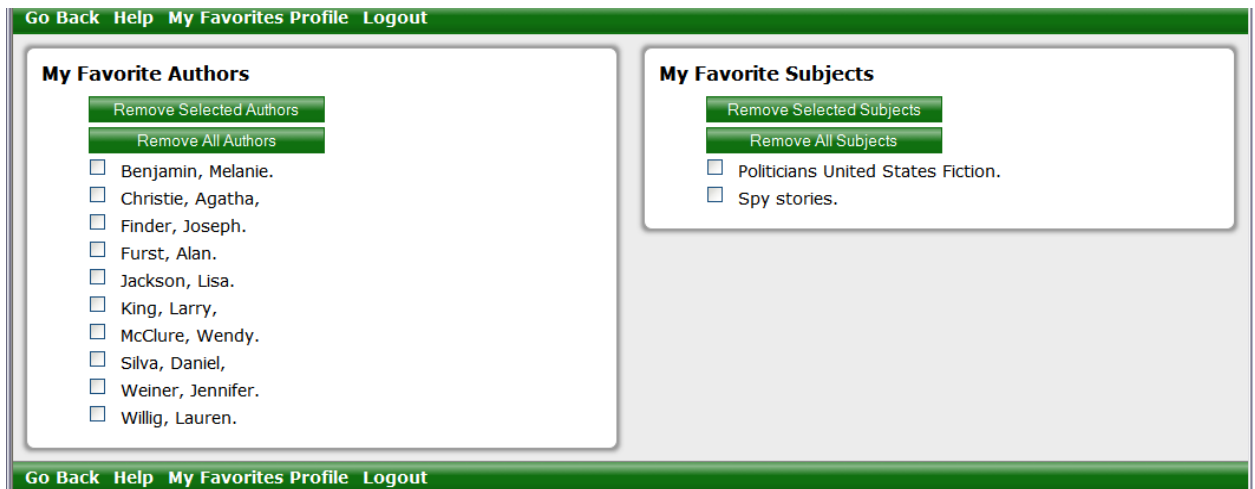
To **view** all of your *My Favorites* or **delete** items from your lists do:

1. If your *My Favorites* list is long, click [More favorites](#) to view all Authors and Subjects that have been saved.

2. To remove items from your *My Favorites* list, click **Modify** from the upper or lower green menu bar.



3. The manage *My Favorite Authors* and *My Favorite Subjects* screen will be displayed.



4. In *My Favorite Authors*, click **Remove All Authors** to clear the *My Favorite Authors* list, OR select the **check box** by the authors you wish to remove from *My Favorites* and click **Remove Selected Author**.
5. In *My Favorite Subjects*, click **Remove All Subjects** to clear the *My Favorite Subjects* list, OR select the **check box** by the subjects you wish to remove from *My Favorites* and click **Remove Selected Subject**.
6. Click **Go Back** from one of the green menu bars to return to your *My Favorites* lists.