## SDI Notifications User Guide



## How do I sign up for new title notifications?

You can sign up to receive an email whenever new titles you are interested in are added to the library collection

Log into "Member Services" in the library catalogue: https://bit.ly/rucrlcat

Your "User ID" is your Library card number Rxxxxxx, (which can be found on the front of your Library card)

Your "Password" is your date of birth in the format ddmmyy)

Reserve History

**Branch Email List** 

Manage New Title Notification

Click on
"Manage
New Title Notification"

Manage Reviews

## **Basic - Member Profiles for Email**

**Available Standard Notification Profiles** 

To select a Basic Profile,
click in the box next to the
profile/s you are
interested in, then click
"Add"

code	description	select
D	D - CD	□ D
DV	DV - DVD	□ DV
Е	E - PICTURE BOOKS	□ E
FACT	FACT - ADULT FICTION - ACTION AND ADVENTURE	☐ FACT
FAUS	FAUS - ADULT FICTION - AUSTRALIAN	☐ FAUS
FCRI	FCRI - ADULT FICTION - CRIME	☐ FCRI
FERO	FERO - ADULT FICTION - EROTIC	☐ FERO
FFAN	FFAN - ADULT FICTION - FANTASY	☐ FFAN
FHIS	FHIS - ADULT FICTION - HISTORICAL	☐ FHIS
FROM	FROM - ADULT FICTION - ROMANCE	☐ FROM
FSAG	FSAG - ADULT FICTION - SAGA	☐ FSAG
FSCI	FSCI - ADULT FICTION - SCIENCE	☐ FSCI
FSHO	FSHO - ADULT FICTION - SHORT STORIES	☐ FSHO
FSUS	FSUS - ADULT FICTION - SUSPENSE	☐ FSUS
FWAR	FWAR - ADULT FICTION - WAR	☐ FWAR
FWES	FWES - ADULT FICTION - WESTERN	FWES

You can also create a
Custom Profile to
receive notifications
about your chosen
subject, series or author

To do this click "Add Profile" No Custom Profiles

**Add Profile** 

## Enter a Profile Code, Description, Publication Year (optional), and select Material Type/s and Collection/s

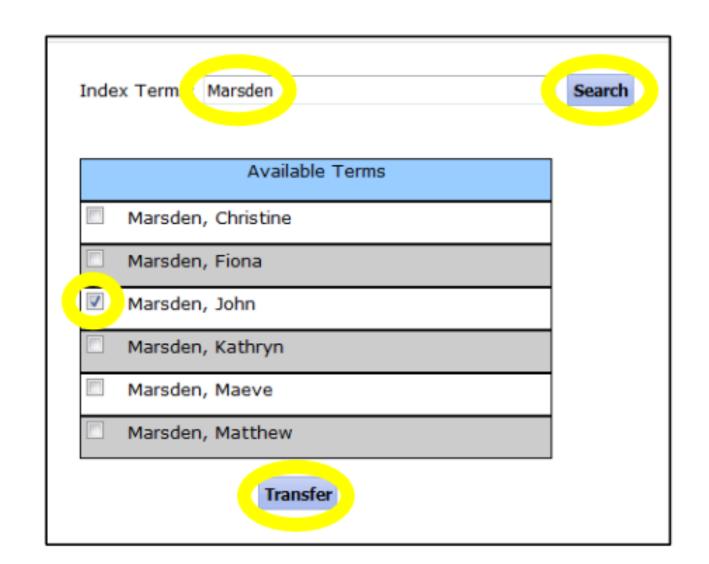
**Advance - Member Profiles for Email Notification of New Titles** 

Drofile Code:		
Profile Code:		^
Profile Description:		
	-	~
Publication		^
Year(From):	•	~
Publication Year(To):		^
☐ All Materials		~
□ Book		
<ul> <li>Online Resource</li> </ul>		
☐ Audio		
□ DVD		
□ CD		
Images and Local F	History	
□ Non-Book		
All Collections		
Adult Fiction		
Non Fiction		
□ DVD		
□ CD		
Audio Books		
Magazine		

Click on Search to find your chosen Subject, Series or Author

If you are searching for an author, enter the author's surname and click "Search"

On the list of search results, tick the box for your chosen author than click "Transfer"



Now click "Submit" to create your profile and start receiving email notifications

