CoInfo…

searching for resources, setting up new title alerts and compiling wish lists


CoInfo is one of Australia’s largest locally-based academic library suppliers. Their website is a convenient vehicle for academics to use to recommend books to the library and to update their reading lists. Individual titles and recommendation lists can easily be downloaded or emailed once you have an account. These instructions are intended to assist in setting up that process.

The website is reasonably intuitive and most people will not require the level of detail included here, but it is provided to give help in specific areas.

Register for an account

Registering for a personal account is free. You must register to enable setting up alerts and book lists. (NB you can use your name – eg Joseph Bloggs, or just Joe – in the Sign in field providing no-one else has taken that name.)

Quick links to instruction pages...

1. Searching
2. Setting up new title alerts
3. Saving wish lists
**Search Options**

**Books Quick Search**
Use a keyword search if you have some idea what you are looking for.

If you know the title of the book you're searching for, use the field with the **exact phrase** (see 1 in image below) as this will bring up the specific title.

If you are browsing and have a subject in mind, then click on the **Show Advanced Search** button for more options [2].
Advanced Search
You can choose an author search [1], date range for recently published items [2], readership level [3], and/or place of publication - eg Australia [4].

TIP: ideally choose Research & professional and Undergraduate readership options – keep holding the Ctrl button on your keyboard down and click each to select multiple levels.

To do a subject search, click the Select From List button that corresponds to the “with LCC Subjects” field:
You can then either choose a broad subject (such as Science):

![Diagram of a library catalog with a branch labeled 'Science']

...or more specific subjects if you drill down using the hyperlinked topics:

![Diagram of a library catalog showing specific science subjects]

Alternatively choose by Dewey number (DDC) if you know it:

![Input field for Dewey number with example number] "577.51"

**TIP:** If you don’t know the DDC number, you could consult the Library Catalogue for related/similar items and make a note of their call numbers, or ask a Librarian...
**New Title Alerts**

ColInfo can email new titles to your inbox at the beginning of every month. To receive alerts for your chosen area, go to Manage Profiles and click on the Create New Profile tab (NB you will only see this option if you are registered and logged in). Choose New Title Alert radio button and click Continue.

Set up a new profile with a relevant name [1], select the Online and Email Alert radio button [2], and choose either LCC Subjects (see Advanced search instructions) or DDC Subjects [3] to refine the areas about which you wish to be notified.
For DDC Subjects, you are able to drill down to fairly specific areas by clicking on the hyperlinked subject areas.

If you have any trouble with this, please ask a Librarian.

You can add more than one Alert Profile by repeating the process above, and they can be viewed, edited and managed at any time from the Manage Profiles page in the Saved Profiles tab.
Setting up Wish Lists

To create a Book List, you must be registered and logged in, and you must allow pop ups for this website. There are several ways to create lists:

Creating a Book List title before finding relevant items
Click on Create New Book List under the Book Lists tab

Name your list, and then go to the Books Title Search to start finding resources to add to it. Follow the instructions below to add the relevant items to your book list.

Create a Book List after you have found relevant items
1. Conduct a search and add the results from the search results page to a new or existing book list (see the action list on the left hand side of the page):
2. Alternatively add to a new or existing book list from the book’s detail page:

Recommendations
When you are ready to recommend some or all of the items on the wish list to a librarian, click on the Book List tab and choose the list heading (eg Theology).

“Tag” the required titles using the Tag all items in list option [1] OR check the individual boxes. You can then either choose to download* the list or make a recommendation** [2].

* Downloading a book list as an Excel document and then forwarding to a Librarian is the most convenient way for the library to process your requests.

** Recommending by email is useful if you would like to highlight titles to colleagues or students.

If you have any difficulties or questions about any of the above, please contact your Liaison Librarian.