

Using Zetoc for current awareness

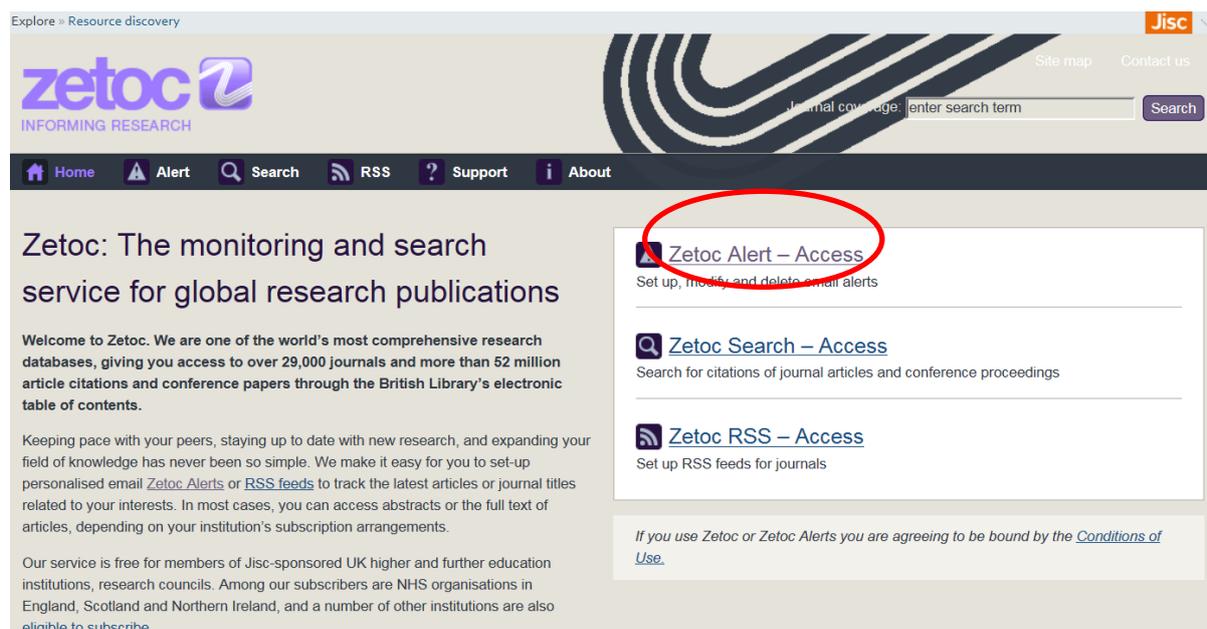
This guide contains advice on how to access, use and renew Zetoc alert lists.

- **Access Zetoc via the 'Find Databases' > 'Z' tab on Primo.**
- **What is Zetoc?**

Zetoc provides access to the British Library's Electronic Table of Contents of around 28,000 current journals, and 45 million article citations and conference papers. The database covers 1993 to date, and is updated on a daily basis. It includes an email alerting service, to enable you to keep up-to-date with relevant new articles and papers.

Zetoc will allow you create 'alerts' by keywords or phrases, or by collections of journals, which will provide you with a copy of the Contents pages each time an issue is added to stock in the British Library. The contents pages will be delivered to you by e-mail.

- To create an alert click on **"Zetoc Alert"**



The screenshot shows the Zetoc website interface. At the top, there is a navigation bar with the Zetoc logo and the tagline 'INFORMING RESEARCH'. Below the logo, there is a search bar and a 'Search' button. The main content area is divided into two columns. The left column contains a welcome message and information about the database. The right column contains three links: 'Zetoc Alert - Access', 'Zetoc Search - Access', and 'Zetoc RSS - Access'. The 'Zetoc Alert - Access' link is circled in red. At the bottom of the right column, there is a link to the 'Conditions of Use'.

- You may be asked to authorise:



INFORMING RESEARCH

The monitoring and search service for global research publications

Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

X

City College *Plymouth*

Plymouth College of Art

Plymouth University

[Access management / creation](#)
[Accessibility statement](#) [Privacy and Cookies Policy](#)

Type then select “Plymouth University” from the list of available institutions

- To register for a new Zetoc Alert, add in your email address
- Click on Create

You will be informed of the code for the Zetoc Alert – keep a note of this!

Explore » Resource discovery



INFORMING RESEARCH

Home
Alert
Search
RSS
Support
About

Zetoc Alert

Change an existing list:

List Name: ▼

Or create a new **Zetoc** Alert list for:

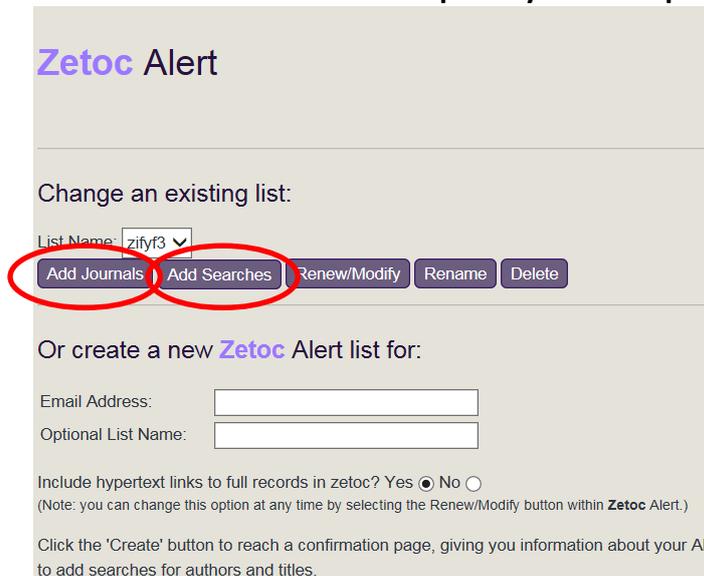
Include hypertext links to full records in Zetoc? Yes No
(Note: you can change this option at any time by selecting the Renew/Modify button within **Zetoc** Alert.)

Click the 'Create' button to reach a confirmation page, giving you information about your Alert, specifying the terms to add searches for authors and titles.

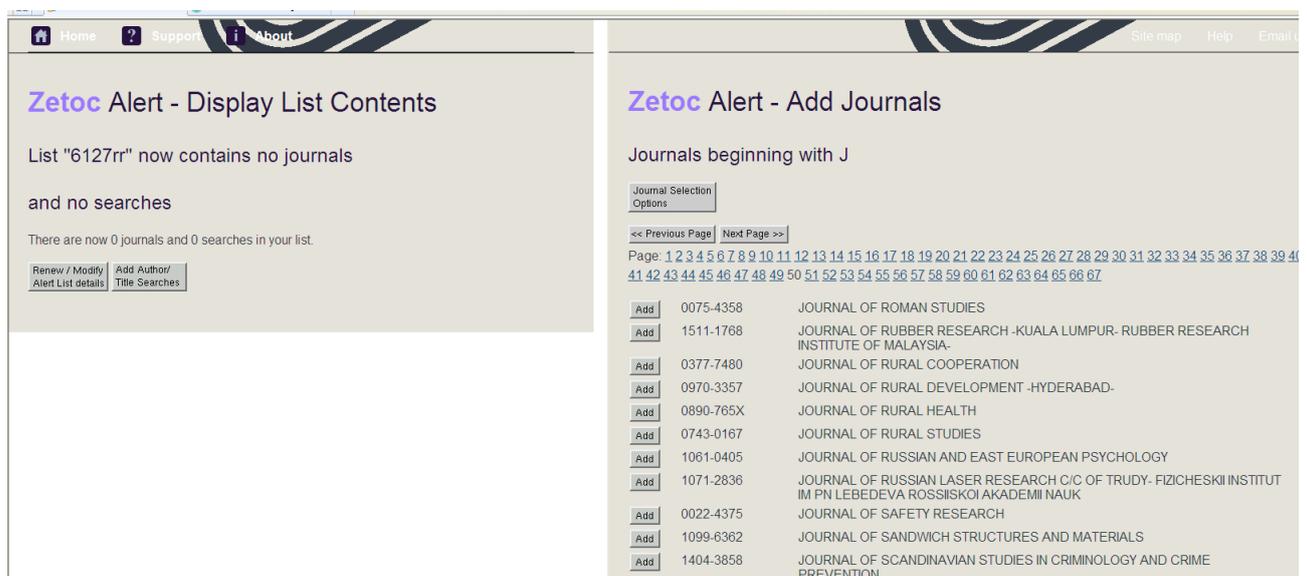
Create an alert

You can now add journals or subject searches to your Zetoc Alert:

- Click on **Add Journals** or **Add Searches** to input keywords or phrases:



For the **Add Journals** option if you know a journal title or part of a journal title, type in the words or navigate through the A-Z to find the relevant journal titles:



- Select the appropriate titles by clicking on **ADD**.
- You can also select journals via broad subject categories. Select **Journal Selection Options**:
 - Navigate to the relevant subject categories
 - Select the appropriate titles by clicking on **ADD**.

You can also use Zetoc to send you the results of a subject / author search:

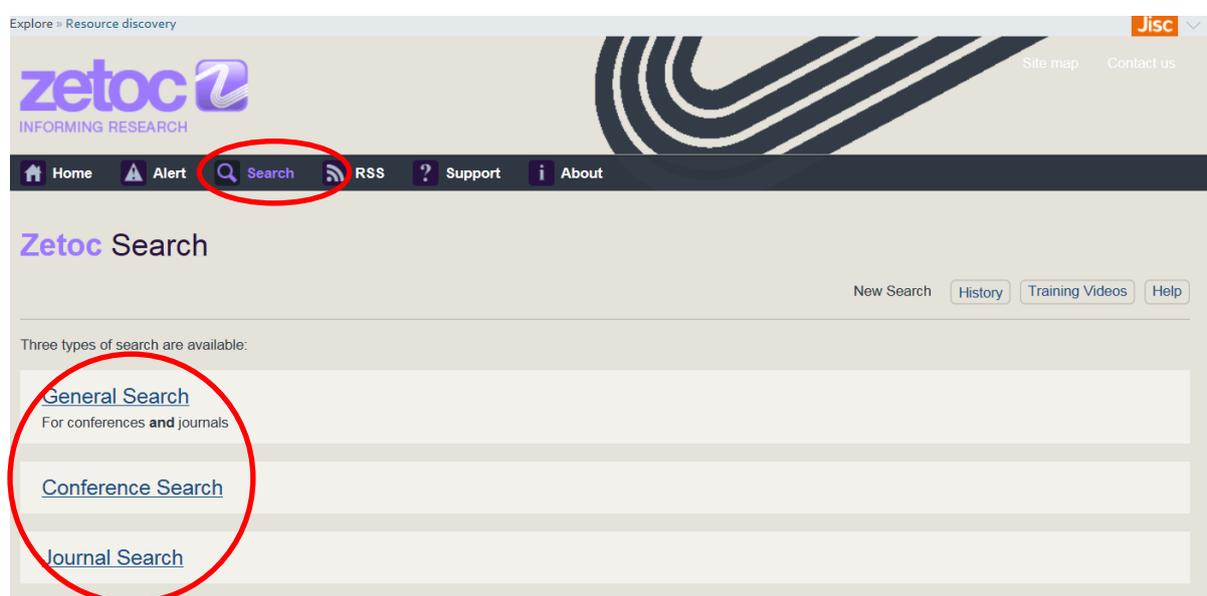
Note that you are unable to use alternative keywords. If you wish to use terms such as “Climate change” with “global warming” you would have to create another Zetoc search to add to your Zetoc alert.

Truncation of words

You can use the truncation symbol * in Zetoc, but there is no wildcard character. The truncation symbol can only be used at the end of a word, not at the beginning. It must be preceded by at least the first 5 characters of the word.

➤ General searching using ZETOC

You can also just use Zetoc as a general database allowing you to search the whole database for information on a particular topic / Conferences / Journal titles:



➤ Renewal of Zetoc Alerts

Zetoc alerts need to be renewed every 12 months. You will be sent a reminder email from the providers of Zetoc, Mimas.

Although this email contains a link which the email suggests you can use to renew your alerts, this link does not always work due to the authentication required.

If you have any issues, it is recommended that you renew via the Plymouth library link to Zetoc (i.e. Primo > Find Databases > Z).

➤ Unable to see your Alerts list?

Plymouth changed its authentication system in 2015 from Athens to Shibboleth. To ‘merge’ your Zetoc accounts follow the below instructions:

- Navigate to the library's authenticated Zetoc link here: <http://plymouth.libguides.com/c.php?g=48969&p=315009> in order to first authenticate via Shibboleth
- Now go to one of your recent 'Alert' emails. At the bottom of these emails there should be the following statement:

“If you are unable to see your Alert list when connected to Zetoc Alerts it may be due to a change in the way your institution authenticates to the service. You can transfer this Zetoc Alert list as follows; first ensure that you are logged into Zetoc Alerts with your username and password then click the following link: [**Transfer this list using current login details**]

You will then be able to amend this alert e.g. renew or make any changes to the search terms.”

- Click on the **'transfer this list using current login details'** link
- You should be redirected to Zetoc and able to see, modify and renew your list.

If you require further assistance or advice please contact your Information Specialist or email:

informationspecialists@plymouth.ac.uk

**TECHNOLOGY &
INFORMATION
SERVICES
WITH
PLYMOUTH
UNIVERSITY**