

## Information for Staff Library Services – Creating Table of Contents (TOCs) Alerts

### Get in touch

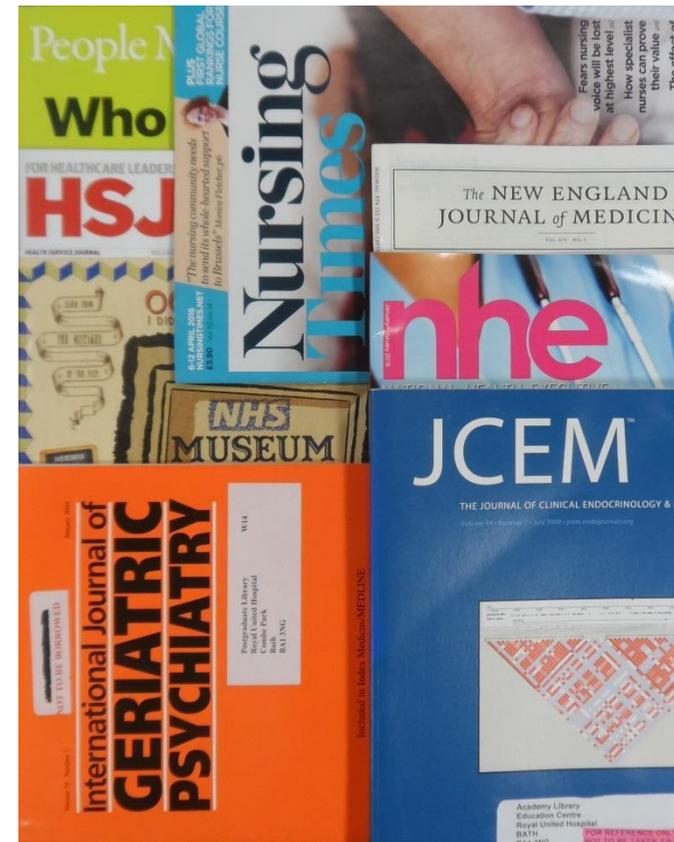
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## Table of Contents (TOC) Alerts – using JournalTOCs



JournalTOCs ([www.journaltoCs.ac.uk](http://www.journaltoCs.ac.uk)) is a free online resource which alerts you when new issues of your favourite journals are published.

You will receive an email whenever a new TOC for any of the journals you follow becomes available.

### How to create JournalTOCs alerts

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- Go to **[www.journaltoCs.ac.uk](http://www.journaltoCs.ac.uk)**
- Click on “Sign In” in top right hand corner.
- You will have to register as a new user (which is free) and complete the registration box (they only ask for an email address and a password). A verification email will be sent and you will need to click on the activation link in the email to confirm registration. The email may go to your spam or junk folder.
- Once signed in with your email address and password you can search for specific journal titles (left hand side “Search” box).
- To follow a journal, tick the box next to its name. The title will be added to your “Followed Journals” list.
- To view the titles you have selected click “Followed Journals” underneath your registration name (top right) or “Home”.
- To activate the email alerts tick the box next to “Email Alerts Off”, the message will change to “Email Alerts On”.
- Each time you sign in to JournalTOCs all the journals you are following will be displayed on the front screen. If you wish to stop following a journal just untick the box next to its title.