To create a permanent 'my folder' in Discovery:



Service provided courtesy of the library at Norwich University of the Arts

Look for this message at the top of the screen in 'My Folder':



Sign in as usual using your NUA credentials:



Check you agree with the Personal Data Retention and Usage notice, and Continue:

EBSCO

Personal Data Retention and Usage

Your Personal Data

At EBSCO, we do not share your personal information with non-EBSCO third parties.

Why we collect your data: EBSCO collects your personal data to provide you services, to improve our existing product features and functionality, and to improve our overall products.

The four categories of data we collect are:

- Account Information, such as login credentials, email, and name.
- · Saved items, such as checkouts and saved searches.
- · Activity data, such as searches, retrievals, and link outs.
- · Other data, such as affiliations and continuing education.

If you would like more specific information related to our data privacy practices, please read our <u>Privacy</u> <u>Policy</u>.

Withdrawing your consent: You may immediately withdraw your consent for the collection of your personalized data at any time. If you do this, you will be unable to use a personalized account to access EBSCO's products. However, you will still be able to access EBSCO's products through your institution's account.

- Yes. I consent to the collection of this personalized data, and I understand the processing of my personal data is covered under my institution's contract with EBSCO.
 No. I do not consent to the collection of this personalized data.
- O No. I do not consent to the collection of this personalized data.

Your Discovery will now look like this:



You're now logged in and can see your folder. (Don't panic, it's probably still empty right now, so click on 'New Search' and start saving things to your folder!

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The items you add to your 'My Folder' will be kept for you to access time and again.

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Next time you use Discovery, you just need to click 'Sign In' and you'll be able to see the contents of your folder, and add more stuff.

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