

Find it Fast! - Using Primo

Information Skills Practical Workshop

Primo lists everything from books, journals, maps, manuscripts and museum objects to DVDs and teaching kits. It is the best place to start your search for reading material for assignments and dissertations because it contains almost all the documents held in the university libraries, as well as records of e-books and e-journals.

Through Primo you will be able to access e-books and the websites of e-journal providers that we subscribe to. This means that you can find electronic material for your assignments wherever you have access to the internet.

Please ask for help at any time if you need it

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1: How to access Primo

Begin by following the instructions below:

1. Go to the Library home page at www.abdn.ac.uk/library and click on the **Primo** link
2. Click **Sign in** in the top right-hand corner then log in using your **computer username** and **password**. This gives you access to advanced features of Primo such as linking out to electronic resources, requesting items that are on loan to someone else, transferring items between sites, and accessing your library account

2: How to search Primo using search rules

Search rules help you to expand or narrow your search parameters in order to retrieve relevant results and should be used whenever you search in a catalogue or database. The table below shows the search rules used in Primo.

Search Rules	
phrase search	Enclose search phrase in quotation marks " " e.g. "drug abuse" or use the <i>is (exact)</i> option in Advanced Search
truncation *	Used at the end of the 'stem' of a keyword to look for any number of letters. e.g. adolescen* finds adolescence, adolescent and adolescents

wildcard ?	Used within a keyword to look for an alternative letter e.g. wom?n finds women and woman
Boolean Search: When using Boolean Operators, you MUST enter them in UPPERCASE	
AND	Narrows a search by linking keywords or phrases. AND automatically links search boxes in the Advanced Search platform in Primo e.g. “drug abuse” AND adolescen*
OR	Widens a search to look for singular and plural forms of a keyword or phrase and looks for alternative meanings e.g. “drug abuse” OR “substance abuse”

3. Using the correct search scope within Primo helps you find what you want faster

As you type your search terms into the simple search box, Primo displays a list of options to search within. These are: All Collections, Books+, Articles+, Course Reserves, Rare Books Archival Material and Museum Items. Select the required field to limit your search to particular types of resource.

All Collections: searches all the resources that are searchable in both the **Books+** and **Articles+** tabs

Books+: searches the titles and descriptions of all items held by or subscribed to by the Library. This includes all print book titles, all e-book titles, all print journal titles and all e-journal titles. It also searches all titles of items held by or available through Special Collections and the university's Museums

Articles+: searches the titles and descriptions of e-journal articles and e-books subscribed to by the Library. Please note that there are online collections we subscribe to that are not searchable via this tab. Legal databases are not searchable here

4. How to find a book when you know the author and/or title

The **Books+** tab in Primo can be used when you know the title of the book, or the author that you are searching for. With this option, you get one search box to enter a mixture of author names and/or keywords from the title of the book.

Follow the steps in the exercise below to learn about this option.

Exercise 1	Search for a specific book
<p>Let's look for Pickering, M. (2008) <i>Research methods for cultural studies</i>. Edinburgh: Edinburgh University Press.</p> <ol style="list-style-type: none"> 1. Sign in to Primo 2. In the search box in Primo type in the following keywords: “research methods” cultural pickering 3. Select Books+ from the list of suggestions that appears as you type 4. The Results page will open displaying records that match your search keywords. One record comes up for this search. It states under the item: 2 versions found. To find out about the versions, click on See all versions 5. You will then arrive at a screen with 2 books listed. Each is a different book format of the same title. Multiple versions found can also mean that we have different editions of a book 6. An item record on the Results page tells you the title of the book or journal; the author's name; the date it was published; the resource type (book; journal etc.); the name of the library holding the book 7. We are interested in the paper copy. The Available at link in the item record lists the copies that we hold of that title and gives you information about their availability 8. How many copies of <i>Research methods for cultural studies</i> do we have? 9. Click on the large X button to the left of the book details page to go back to your results 10. Click on reset at the top of your filters list (to the left of your results) to return to step 4. Resetting allows you to go back to your original set of results - after you have viewed different editions of an item 	

5. How to find books on a particular subject

The **Advanced Search** option within the **Books+** tab allows you to see what materials the library holds on a particular subject. This search is very flexible – it allows you to do Boolean searches, with a mixture of **AND**, **OR**, **NOT** commands and limit your search to a particular resource type, such as journals, books, electronic journals or electronic books, Theses, conference proceedings etc.

Remember to apply the search rules and truncate keywords to find all words that start with specific letters but have different endings, e.g. **work*** will find: **work, works, worker, workers, working**.

Follow the steps in the exercise on this page to learn about the **Advanced Search** option.

Exercise 2	Looking for books on a particular subject (print & electronic format)
<ol style="list-style-type: none">1. Click on New Search at the top of the screen and make sure you are signed in to Primo2. Click Advanced Search on the right of single search bar3. You will see 2 search boxes that are automatically linked by the Boolean operator AND4. Use a separate box for each different idea or concept5. In this exercise we are interested in looking for materials on the following topic 'Discuss human resource management issues in multinational corporations'6. In the first search box type: "human resource management", including the quotation marks7. In the second search box type: multinational8. In the far-left hand box keep the search across Any field9. In the Material Type drop-down menu select Books10. Click on Search11. How many records are retrieved that match your search?12. Let's add more search terms. Don't change the first search box: "human resource management"13. Go back up to the search screen and in the second search box, type: multinational OR international OR global14. In the far-left hand box keep the search across Any field15. Click on Search16. How many records are retrieved that match your search?17. To narrow your results to e-books only, select Available online from the options to the left of your results list (in the Availability menu)18. Click on the title of an e-book to open the book details page. In the View Online section, click on the provider's name, e.g. Ebook Central. You may be asked to enter your username and password at this point, if you have not already signed in to Primo	

6. How to use Primo to locate a specific journal article

You can use Primo to search for a specific **journal article** you may be looking for and check if it is available in paper or electronic format. To do so you must use the **Articles+** option.

Exercise 3	Looking for a specific journal article
<ol style="list-style-type: none">1. Click on New Search near the top of the screen and make sure you are logged in to Primo2. In this exercise we are going to look for a specific journal article that may be on your course reading list, or has been referred to in something you have read3. The journal article we will look for is:	

Sung, S.Y. and Choi, J.N. (2018) 'Building knowledge stock and facilitating knowledge flow through human resource management practices toward firm innovation', *Human Resource Management*, 57(6), pp. 1429-1442.

4. Type the following into the search box: **sung “knowledge stock” flow** and select **Articles+** from the list of options that appears as you type
5. The Results list will display several different records. The one we are looking for is at the top of the list, with the indication **Available Online**. To link to this article, click on its name
6. This will open the article's details page in Primo. In the **View Online** section, click on the name of the provider, i.e. **KB+ SHEDL Wiley Online Library**. You will be taken to the provider's website where you can access the article in full-text. If the article isn't displayed in full, look for and click on the PDF icon to open and download the full-text

Note: always check the dates supplied in the article's details (on Primo) page to make sure that the e-journal can be provided for the year you require

7. How to use Primo to find journal articles on a subject

It is possible to search Primo to locate journal articles relevant to a subject you are researching. However, it is important to understand that searching in the way described below will not retrieve every article subscribed to by the University of Aberdeen on a particular subject. This is a limitation of Primo. **Please be aware that for a full search of our online collections for journal articles you need to link to specific academic databases and perform your searches there.**

Exercise 4 Looking for journal articles on a subject

1. Click on **New Search** near the top of the screen and make sure you are logged in to Primo
2. Click Advanced Search on the right of the single search bar
3. We will search for articles on the same topic as before: '**Discuss human resource management issues in multinational corporations**'
4. In the first search box type: "**human resource management**", including the quotation marks
5. In the second search box type: "**multinational corporations**"
6. In the far-left hand box keep the search across **Any field**
7. Select **Articles+** from the options at the top of the search platform and click on **Search**
8. How many records has Primo found?
9. You can re-sort the list to **Date-newest** by clicking on **Sorted by** at the top of the list of results
10. You can see that this is a vast amount of results – you may want to refine your results by **Creation Date, Subject** or **Language** from the options down the left-hand side
11. To link to any article, click on its title. This opens the article's details page. Click on the name of the provider to be taken to their website and access the article in full-text

Note: there is a better way to search for journal articles and e-books and that is to link to individual collections (databases or e-book collections) through Primo and search there

8. How to select appropriate academic databases and e-book collections for your subjects

While Primo can help you find many of our library resources, it will not find everything we have. To search for more materials contained in our online collections, it is best to link to databases and perform your searches there. You will often then be able to search across the full-text of materials; therefore, you can be more precise in the search terms you use. Taught Postgraduates really must use academic databases to search for research materials and cannot rely on Primo alone to find library materials.

Exercise 5 Searching for suitable academic databases

1. Sign in to Primo and click on **New Search** near the top of the screen
2. Then select **Find Databases**
3. Depending on your subject, you can browse different databases from the list displayed on the left-hand side of the screen. **All Ebook Collections** lists our subscribed e-book collections. **All General Resources** lists other types of resource available to us, e.g. archives, images, newspapers, reference material, theses etc.
4. To find databases and e-book collections in your subject area, click on the right arrow next to a discipline – you will see a further breakdown of databases by subject
5. You can also search by database title if you know the one you are looking for – just type its name into the search box
6. In this example, we will look for databases containing materials in Chemistry
7. Click the right arrow next to **Physical Sciences** and click on **Chemistry**
8. How many databases are listed?
9. You can scroll through the list of databases and click on a name to learn more about a database. This takes you to the database details page in Primo. In the **View Online** section click on the name of the database to link to it. You might be asked to log in with your username and password

Exercise 6 Searching for suitable e-book collections

1. Sign in to Primo and click on **New Search** near the top of the screen
2. Then select **Find Databases**
3. In this exercise we will look for e-book collections. Click on **All Ebook Collections** from the list displayed on the left-hand side of the screen
4. How many e-book collections are listed?
5. You can scroll through the list of e-book collections and click on a title to learn more about a particular collection
6. To link to an e-book collection, click on its title. This opens the collection's details page in Primo. In the **View Online** section click on the name of the e-book collection to link to it. You might be asked to log in with your username and password to access it

9. How to find a book on a library shelf

To find the actual location of a book on a shelf after you have done a search using either the **simple** or **Advanced Search**, consult the **Available at** tab, which is located under the title of the book that you are interested in.

The **Available at** tab lists details such as the number of copies we have of that book, which of our libraries it is kept in, where in that library it is located, and whether any copies are currently available to be borrowed.

Exercise 7 Finding a book on our shelves and borrowing it

1. Click on **New Search** near the top of the screen
2. Do a search for **From Caledonia to Pictland: Scotland to 795** by **James E Fraser**. Think about which keywords to use. (Don't forget to select the **Books+** option!)
3. You should get one record listed in your results
4. Note the options **Available at** and **Available Online**

We have two versions of this book. One is the online and the other is the paper copy.

5. For this exercise, imagine that we would prefer to take a paper copy home rather than read the online version
6. To find out how many copies of this book we have and whether it is available to borrow, click on **Available at** under the title of the book. In the book's details page scroll down to section **Get It**.
7. How many copies of this book do we have?
8. In which library are they kept?
9. Are any copies available to be borrowed right now?
10. Click on the arrow beside the name of the library where the copy is kept. This gives you further information about that copy, including the length of time you are able to borrow the book for
 - If a copy is on loan you will see a due (for return) date under in the **Location** section
 - You can ask for a book to be returned by clicking on **Request** (see section 10 below)

We have different loan periods

- Heavy Demand: due 10.30am the following day
 - Long Loan: can be borrowed until the end of the academic year, currently 08 May 2020
 - 4 Week Loan
 - 3 Day Loan
11. How long for can you borrow the copy you clicked on?
 12. Note down the **call number** for the book, both the numbers and the letters. This is required to locate the item on the shelf. If you are having problems locating the book on the shelf, please speak to a member of library staff who will be happy to help you

10. How to obtain an item that is out on loan, in a remote store or at another library site

To obtain a book that is out on loan, in a remote store or at another library site, use the **Request** function in the book's details page. You need to be signed in to Primo for this option to work.

The **Request** function can be used to:

- Recall a book out on loan to someone else. This applies to Long Loan and 4 Week Loan items
- Place a hold on a 3 Day Loan
- Make a booking on a Heavy Demand item
- Request a book to be transferred between different campuses, e.g. from the Medical Library at the Foresterhill Campus down to The Sir Duncan Rice Library or Taylor Library or vice versa
- Request a book held in one of our closed access stores:

You will be notified by an **email to your university account** when the book is available to collect; you are also notified in the same way when a book is recalled from you by someone else.

You should check your **university email account** regularly because the library communicates by email. To log in to your university email account go to <https://outlook.com/abdn.ac.uk>

IMPORTANT: if you are based on the Old Aberdeen campus and wish to borrow an item that is available in The Sir Duncan Rice Library or the Taylor Library, you will not be given the option to place a hold; just go to the shelves to collect the item

11. How to use Primo to renew items on loan

1. You can renew 24 Hour Loan and Long Loan items from within Primo. Long Loan items can be renewed before/at the end of the academic year up to two times. To renew items, you must be signed in to Primo. The **Sign in** option is in the top right-hand corner of Primo
2. Once you have signed in, click on your name in the top right-hand corner of the screen
3. Click on **My Loans**
4. Click the tick box next to the item you wish to renew
5. Click on **Renew** next to the title

If someone else has requested the item, you will not be able to renew it. You will know this is the case, if the due date of the item does not change. To the right of the item on your loan list, it will say **Renew not allowed**.

3 Day Loan and 4 Week Loan items that have not been requested by another reader are automatically renewed up to 9 times. After this, you will need to take the book back to the library, return it and then borrow it again.

Note: you cannot renew Heavy Demand items from within Primo. Heavy Demand books must be returned each day to the site where they were borrowed. They may be re-borrowed if there are no bookings on them

12. What to do if the item you want to read isn't listed in Primo

- First check that your spelling is correct or try some variations of spelling using the **wildcard** symbol. It may offer suggestions for alternative keywords.
- It may be that you have typed in too many words and reduced your chances of finding anything.
- Remember that the Boolean operator OR must be entered in uppercase (capital letters). Do not change the default setting of AND between search boxes in the Advanced Search platform.

Note for Academic staff and Research Postgraduates: for material not held in our libraries, you can use the **Inter-Library Loans (ILL) Service**, which costs from £7.00 per request (prices as of October 2014 but are subject to change). Details are available at www.abdn.ac.uk/library/support/interlibrary-loans-182.php

Undergraduate and Taught Postgraduate students are not expected to use the ILL service (check with your adviser if you do wish to request an ILL).

13. Accessing electronic resources when off-campus

The vast majority of our electronic resources are available when off-campus simply by using your university computer username and password. You will often have to click on a link named something like **Login via your institution OR Shibboleth OR UK Federation**. It varies depending on the resource you are using.

You will then be asked to enter your username and password.

You can also access electronic resources from off-campus through the university's Virtual Desktop Infrastructure (VDI).

- Details are available at www.abdn.ac.uk/toolkit/documents/uploads/remote-access-vdi.pdf
- More detailed library guidance on accessing electronic resources is available at www.abdn.ac.uk/library/documents/guides/dbs/qgdb005.pdf

14. Signing out

Remember to sign out when you have finished your search session or intend to leave your computer unattended. Both for reasons of privacy and to prevent others from using your access rights. The **Sign out** option is at the top right corner of Primo.

15. Help and advice

Library staff and Information Consultants can help with any difficulties

Information Consultant contact details: <http://bit.ly/InfoConsultants>

Primo Library guide available at: www.abdn.ac.uk/library/documents/guides/qgpri001.pdf

IT staff can help with specific IT related problems you may be having

IT Service Desk - Log any IT problems at <https://myit.abdn.ac.uk>

Tel. 01224 273636 (24-hour service available)