This worksheet will explain how to search Primo, our resource discovery tool. Primo enables you to search for resources within the whole of Library, Special Collections and Museums. You can find printed and electronic resources from the Library, rare books, manuscripts and archives from Special Collections and objects from the Museums.

Please ask for help at any time if you need it

1: How to access Primo

Begin by following the instructions below:

1. Go to http://primo.abdn.ac.uk

2. Sign in using your **university computer username** and **password**. (Select UOA Staff and Students). This gives you access to the 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.

3. Primo opens on a basic **simple search**. As you type in your keywords, a list of search options appears: All Collections, Online Access Materials, Books+, Articles+, Course Reserves and Rare Books, Archival Material and Museum Items. We recommend searching in either the **Books+** or the **Articles +** tabs.

2: How to search Primo using search rules

Search rules help you to expand/narrow your search parameters in order to retrieve relevant results and should be used whenever you interrogate a catalogue or database.

phrase search	enclose phrase in double quotation marks e.g. **"drug abuse"** or use the **is (exact)** 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 **AND**	narrows a search by linking keywords or phrases. **AND** automatically links search boxes in the **Advanced Keyword Search** option 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 is important

Primo is arranged into different tabs to allow for focused searching of our collections. The main tabs are:

All Collections	Searches all the resources that are searchable in both the **Books+** and **Articles+** tabs. Can return an unmanageable number of results. This is of **limited use for Research Postgraduate Students**.
Books+	Searches the book titles 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 many of the 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. NONE of the online legal databases are searchable here.

4. How to find resources on a subject

If you want to see what materials the library holds on a subject (i.e. you are not looking for a specific title) choose the **Advanced Search** option. The Advanced Search option 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 type of resource, such as journals, books, electronic journals or electronic books.

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*** finds **work**, **works**, **worker**, **workers**, **working**

1. Click on **Advanced Search**

2. Before you click on Search, you can restrict your search by selecting a material type using the radio buttons above the search boxes. We recommend using this to avoid information overload!

3. Type in appropriate combinations of your keywords from the planning work you have already carried out. Remember, your search may need to be quite general to find material at **book** level in Primo as you are only searching for words in the library record. You are not searching the full text or full content of the book, just a record describing the book.

4. You can also restrict your results to certain material types after you have run your search by using the options down the left-hand side your list of results.

5. Write down the title, library and location (Call Number) for some relevant items you may have found

Title	
Library/Location	

5: How to use Primo to locate a journal article

You can use Primo to search for a specific journal article using the **Articles+** option. However, this search option is limited and may not find all the articles that are indeed available electronically. It will also not find any journal articles we hold in print.

Citation/Reference	Is the reference available in electronic or print format?	If in print format – where is it shelved?
Braine, L. G. and Eder, R. A. (1983) 'Left-right memory in 2-year-old children: a new look at search tasks', *Developmental Psychology,* 19(1), pp. 45-55.		
Sukla, N. P. (2004) 'Macrocosm vs. Microcosm: society and the individual in 'Little Dorrit' (Charles Dickens)', *Dickensian,* 100(463), pp. 123-131 Part 2.		

Using the above examples, carry out the following steps:

1. In the single search box, type in several words from the article title and at least one of the authors' family names
2. Select **Articles+** from the options that appear as you type

If you are unable to locate the above article(s), try the following approach:

1. Click on the **Journal Search** tab above the single search box
2. Enter the name of the journal into the search box
3. Click on **Search**
4. Scroll down the results list to see if there is an entry for the journal title you require. Electronic journal titles have **'Available Online'** displayed in the record. Print journal titles have '**Available at**' displayed in the record, which will contain information about the holding library, shelfmark and availability.

Electronic journals:

1. Click on 'Available Online'. This opens the journal's record in Primo
2. In the 'View Online' section, check the subscribed year range for each of the journal providers and click on the name of the provider through whom we have access to the required journal part
3. On the provider's website look for the past issues tab (or archive). Navigate to the journal part containing the article

Printed journals (on the shelf):

1. Click on 'Available at'
2. In the 'Get It' section of the journal's record you will see the list of journal volumes available in print. If there are many volumes available in paper, you will need to select **Show More Items**. Not every volume we hold on paper is always listed in Primo. 'Item in place' means that a journal part is available to borrow. Where the item is on loan to another user, the due for return date will be displayed.
3. To request a journal part, click on the down arrow next to 'Request'. (You need to be logged in to Primo for this option to work.) You can also request items from the Information Centre on Floor 1 of The Sir Duncan Rice Library, or the Issue Desks at the Medical or Taylor Libraries. They will be brought to the library site of your choice for you.

6: How to find other materials such as e-books or theses

It is possible to limit your search in Primo to specific types of resources such as doctoral theses or electronic books. **Please note** that Masters dissertations are not held by the Library and therefore cannot be found in Primo.

Limiting your search to theses

1. Select the **New Search** tab

2. Open the advanced search platform and enter your keywords into the search boxes then click on **Search**

3. From the options down the left-hand side your results list, click on **Resource Type**

4. Tick the box next to 'Theses'

5. Primo removes all other types of resource and only displays records of theses

Alternatively, navigate to our theses section in Primo by selecting the **Find Databases** tab. Then click on the right arrow next to **All General Resources** and select 'Theses'.

Limiting your search to e-books

Remember that Primo can only look for search terms at title or subject level (i.e. in the title of the book or the Series title) – it cannot search the contents of books. You must link to e-book collections and conduct your search on their websites in order to search the full text of these materials.

1. Conduct your search using the **Books+** option

2. From the options on the left of your results list, click on **Availability**

3. Select **Available Online** to only view records of e-books on your results list

4. Click on a book title. This opens the book's details page in Primo. In the 'View Online' section click on the provider's name (e.g. University Press Scholarship Online)

5. Primo will take you to the e-book's details page on the provider's website from where you can read or download the full-text of a book or book chapter

We subscribe to 20 e-book collections. For effective searching, link to each collection individually from Primo. This may be done through the **Find Databases** tab: click on **All Ebook Collections** and browse the list of available e-book collections. Please note that different e-book providers have different rules regarding the amount of information permitted for printing and downloading.

7: How to find databases through Primo

All the databases we subscribe to may be linked out to from Primo. Each database should be searched separately in order to enable effective searching. To search a database, do the following:

1. Click on the **Find Databases** tab

2. If you know the name of a database, type it into the **Database Search** box. Primo will display suggestions that match your search terms - select the name of the database you wish to search

3. On the results list, click on the name of the database you wish to search, or on the **Available Online** link. This opens the database's detail's page in Primo

4. In the 'View Online' section you can read a summary of the database's contents and coverage

5. Click on the database title to link to the database from Primo

If you are looking for databases relevant to your subject, select the **Find Databases** tab in Primo and click on the right arrow next to a discipline. This opens a list of subjects within the discipline. Select a specific subject area to open the list of relevant databases.

8: What to do if the item you want to read isn't in Primo

For material not held in our libraries you can use the **Inter-library Loans (ILL) Service** that 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

Note: please see our FAQs page for current information on the ILL service.

9: Signing out of Primo

Sign out when you have finished your search or intend to leave your computer unattended both for reasons of privacy and to prevent others from using your access rights. Click on your name in the top right-hand corner of the Primo screen and select **Sign out**.

Please note: when you end a search session all the records of previous searches will be lost unless you have saved them to **My Favourites** whilst signed in to Primo. To save searches, click on the **Save query** link above your results.

10: Help and advice

Library staff and Information Consultants can help with any difficulties using any library resource

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

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)