Primo – quick guide
Janet MacKay, June 2019
QG PRI001  [http://www.abdn.ac.uk/library/documents/guides/qgpr001.pdf]

Introduction
This guide explains how to search Primo for resources within the whole of Library, Special Collections and Museums. You can find printed and online resources from the Library, rare books and manuscripts from Special Collections and objects from the Museums.

Accessing Primo
There are 2 methods of accessing Primo:

- Go directly to the following web address: http://primo.abdn.ac.uk
- Go to the Library homepage at www.abdn.ac.uk/library, click on the Search Our Collections tab then click on the Search using Primo link

Members of the University: Click on Login in the top right-hand corner. Sign in using your University of Aberdeen computer username and password (to access your Library Account and online resources).

External members and visitors: although visitors and external members are unable to log in to Primo, like most library catalogues, it is publicly available to search.

Please note: External members and visitors do not have access to online resources via Primo. Selected online resources are available via the Walk-In Users Service. More information on this service is available on our webpages.

In all of our library sites you will find PCs dedicated to accessing Primo marked Primo. Just click on the Primo icon to start searching.

Primo search rules

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<th>AND</th>
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<td>&quot;word1 word2&quot;</td>
<td>narrow a search, e.g. mobile phone* AND cancer</td>
<td>widen a search to look for alternatives, e.g. mobile phone OR cell* phone</td>
<td>excludes keywords, e.g. earthquake NOT tsunami</td>
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Phrase search, e.g. "stock market"

What the different tabs mean

Primo has 4 tabs:

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

- **Books+**: searches the titles of all of the 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 of the 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 is searchable here. Please see Searching for a journal article on page 3 for further tips.

- **Course Reading**: it is necessary to log in to search this tab. Searchable by course code, title of book or by lecturer. Please note that not all reading lists are available for searching within Primo.
### Simple Search

If you already know the author and title of a book (it could be from your reading list or recommended in another publication) click on the Books+ tab and use the Simple Search option. It gives you one box to search a mixture of authors and/or keywords.

#### Results

These are displayed automatically in order of relevance. You can:

- click on the Sorted by drop-down menu above the list of results to change the order of the results
- click on Full Text Online to limit the results to online resources only
- click on Available in the Library to see what is currently in the Library
- use the facets in the left-hand side column to refine the results, e.g. by date of publication, subject, library site

Print titles will have one of the following:

- **Green dot** with Available at beside it - print title that is currently in the Library. Click on the Availability tab to find out the length of loan and location of each copy.
- **Grey dot** with Request from beside it - print title currently in a closed store or on loan to another reader. Click on the Availability tab and click on Request beside the relevant copy to have it brought out of store or recalled from the current borrower.
- **Yellow dot** with Check Availability and Details beside it - print title with multiple copies; at least 1 copy is on loan and at least 1 copy is on the shelf. Click on the Availability tab to view all of the copies.

### Advanced Search

If you want to find books on a particular subject for your assignment but don’t know what is available, use the Books+ tab’s Advanced Search option. Click on Advanced Search beside the Search button in Simple Search. Use the Primo search rules (on Page 1 of this guide) to search effectively.
Renewing items on loan

You can renew items from your Primo Account.

NOTE: Heavy Demand items cannot be renewed online or by phone. They must be returned each day to the library site where you borrowed them. If the books have not been reserved by another reader you may borrow them again.

University members: click on Login in the top right-hand corner. Sign in using your University of Aberdeen computer username and password.

Click on My Account in the top right-hand corner and renew the relevant item(s).

Searching for a journal article

If you already know the author and title of a journal article (e.g. from a reading list or found in a publication), try the following:

- Click on the Articles+ tab above the search boxes.
- Enter one of the authors' family names and 2 or 3 distinctive keywords from the article title. Click the Search button.
- Scroll down the list of results until you find the article. If it says Full text available in the record, click on the View Online tab, and then click on Open source in a new window.

IMPORTANT NOTE: If the article does not appear in the list of results or says 'No full-text', we may still have the article. This tab does NOT search all of our journals.

If you do not find the article through this tab, do the following:

- Switch back to the Books+ tab.
- Go to Advanced Search and search for the journal title. Do not enter any year or date of publication.
- Click on the Details tab to check that we have access to or hold the year that the article was published.
- If we have electronic access to the year that you require, click on the View Online tab, and then click on Open source in a new window. Once out in the publisher's website, search for the year, then volume, then issue, then page numbers. Click on PDF to open the article.
- If we have a paper copy of the year you require, note down the library site, floor and full shelfmark. Go to the shelf and search for the journal title, then the year, then volume, then issue, then page numbers. If the journal is in a store, click on the Availability tab and request the relevant part.

Finding databases

If you want to find journal articles on a particular subject for your assignment but don’t know what is available, use the Find Databases option. The link to Find Databases is on the top bar beside New Search.

If you know the name of the database you wish to search, enter the name (e.g. Scopus) in the Name box. Click on the Find databases button.

Every database has different search rules. Click on the Show Info link to the right of the database name in the Databases results tab. Make a note of the important search rules (e.g. phrase searching, how to enter AND and OR, truncation symbol).

Right-click on the name of the database in the Databases results tab and select Open link in new tab to link out the database and start searching.

See illustration on page 4.
If you want to find out which databases are appropriate for your subject, do the following:

- Click on the Category drop-down menu and select the relevant general subject area.
- Click on the Sub-category drop-down menu and select a more specific subject area.
- Click on the Find databases button.

The Databases results tab will now list all of the databases we subscribe to which are relevant to that particular subject sub-category.

To find out more about each database, click on the Show Info link to read a short description of the contents of the database.

Once you have found an appropriate database, right-click on the name of the database in the Databases results tab and select Open link in new tab to link out to the database and start searching.

**Questions?**

For IT queries regarding access to Primo and other electronic resources contact the IT Service Desk:
Tel: 01224-273636 (this number also connects you to the Out-of-Hours Service); Email: servicedesk@abdn.ac.uk

The Library’s Information Consultants and Adviser help with specialist subject enquiries; library staff are happy to answer your questions on library services and resources.

To find the Information Consultant for your subject go to our webpages.

**Please do not hesitate to ask for help!**