



## Primo – quick guide

Janet MacKay, June 2018

QG PRI001 [http://www.abdn.ac.uk/library/documents/guides/qgpri001.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](http://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 the University libraries you will find PCs dedicated to accessing Primo marked **Primo** or **Library Catalogue** or **OPAC**. Just click on the Primo icon to start searching.

#### Primo search rules

*	Truncation, e.g. <i>psychol*</i> finds <i>psychology, psychological, psychologist</i> and <i>psychologists</i>	<b>AND</b>	narrows a search, e.g. <i>mobile phone* AND cancer</i>
"word1 word2"	Phrase search, e.g. "stock market"	<b>OR</b>	widens a search to look for alternatives, e.g. <i>mobile phone OR cell* phone</i>
		<b>NOT</b>	excludes keywords, e.g. <i>earthquake NOT tsunami</i>

#### 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.

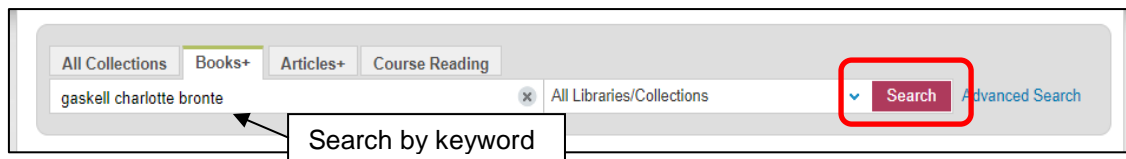
**Books+:** searches the titles of all of the items held by or subscribed to by the Library. This includes all print book titles, all e-book titles, all print journal titles and all e-journal titles. It also searches all of titles of items held by or available through Special Collections and the University's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

Limit to paper or online

Facets for refining your search. Click on **More options** to include or eliminate more than one at a time

Click on **View X versions** to see different editions or different formats

Click on tabs for more information

## 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.

3 search boxes for more flexible searching

Search within the title, for an author, by shelfmark, amongst other options

Limits for publication date, material type (book, journal, etc.).

## 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).

**External members:** renew items by logging in to the Library Catalogue at <https://aulib.abdn.ac.uk/F> using your library card number and PIN.

## 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.

The screenshot shows the Primo search interface with the 'Books+' tab selected. The search criteria are: Title contains Cambridge Student Law Review, AND Any contains, AND Any contains. The Publication Date is set to Any year, and the Material Type is set to Journals. Red boxes highlight the 'Books+' tab, the search criteria, and the 'Journals' material type.

- 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

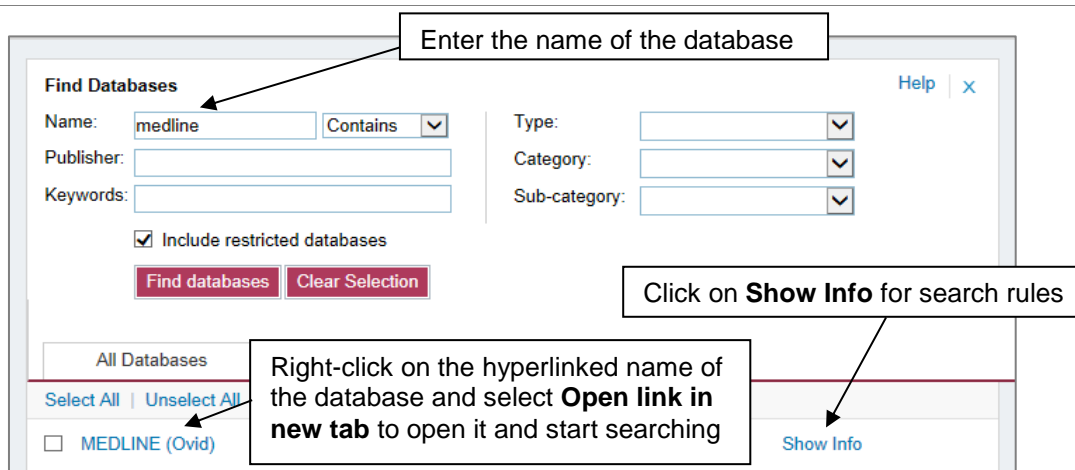
If you want to find journal articles on a particular subject for your assignment but don't know what is available, use the **Find Databases** option. The link to **Find Databases** is on the top bar beside **New Search**.

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.



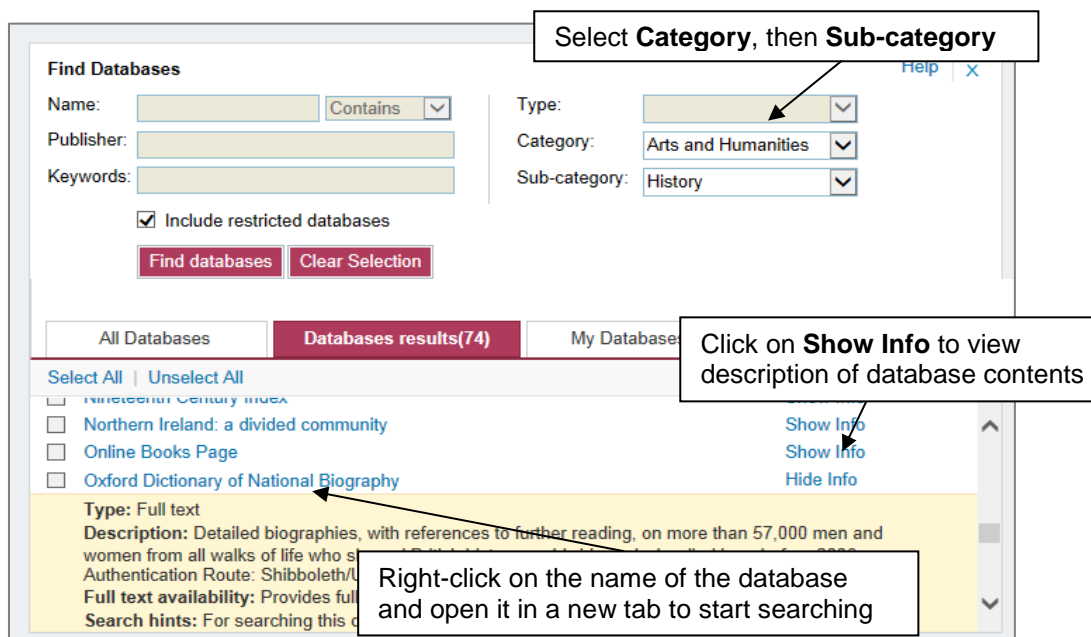
If you want to find out which databases are appropriate for your subject, do the following:

- 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](mailto:servicedesk@abdn.ac.uk)

Information Consultants in our libraries 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!**