



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 and manuscripts from Special Collections and objects from the Museums.

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 <http://primo.abdn.ac.uk:1701>
2. Login using your **University computer username** and **password**. 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** screen

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.

Search Rules:

Phrase search	Enclose search phrase in quotation marks - “word1 word2” 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 or	Narrows a search by linking keywords or phrases. And automatically links search boxes in the Advanced Keyword Search option word1 AND word2 e.g. “drug abuse” AND adolescen*
	Widens a search to look for singular and plural forms of a keyword or phrase and looks for alternative meanings word1 OR word2 e.g. “drug abuse” OR “substance abuse”

3. How to find resources on a particular subject

If you want to see what materials the library holds on a particular subject (you are not looking for a specific title) choose the **Advanced Search** option. 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 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. 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 things 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).
3. Write down the title, library and location (call number) for some relevant items you have found

Title	
Library	
Call number	

4: How to use Primo to locate a journal article

You can use Primo to search for a **journal article**. There is a new option called **Journal Articles and More** which searches our electronic journals. However, this search is unreliable and may not find 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., Eder, R. A., 1983. Left-right memory in 2-year-old children: a new look at search tasks. <i>Developmental Psychology</i> , 19(1), pp. 45-55		
Sukla, N. P. 2004. Macrocosm vs. Microcosm: society and the individual in 'Little Dorrit' (Charles Dickens). <i>Dickensian</i> 100 (463): 123-131 Part 2.		

Using the above examples, carry out the following steps:

1. Click on **Advanced Search** link located beside the Simple **Search** button
2. Click on the **Journal Articles and More** tab
3. Type in several words from the article title and at least 1 of the authors' family names
4. Click on **Search**

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

1. Click on **Advanced Search** link located beside the Simple **Search** button
2. In the first search box click on the drop-down menu and select **in the title**
3. Type in some of the words from the **title** of the journal
4. In the **Material Type** drop-down menu select **Journals**
5. Click on **Search**

Scroll down the **Results** list to see if there is an entry for the journal title you require. Electronic journal titles are hyperlinks and have **Online access** written in the record. Print journal titles have locations (library, shelfmark) written in the record.

If the journal is electronic:

- a) Click on the **SFX** tab
- b) Click on **Open source in a new window**
- c) Look at the entries under **Read this Now**. There may be more than one link to the electronic full text. Check the years the different links are offering access to. Click on the **Go** button of the relevant link to find the article you are looking for

If the journal is in print (on the shelf):

- a) Click on the **SFX** tab
- b) Click on **Open source in a new window**
- c) Click on the **Go** button beside **Search in Aberdeen University Library catalogue**
- d) There may be more than one entry for the journal. Beside one entry there will be a location given in the **Copies owned/out** column. Click on this title
- e) Beside the **Library Holds** subheading you will find the years that we hold in print for this journal title
- f) To see the print copy of a journal held in a store you can request the journal issue through Primo (in the **Availability** tab) or request the item at the Information Centre on Floor 1 of the University Library, or the Issue Desks at the Medical, Taylor or Reid Library. It will be brought to the library site of your choice for you

5: 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. Click on **Advanced Search** link located beside the Simple **Search** button
2. In the 1st search box type in the subject you are looking for (search across **Any**)
3. In the 2nd search box type: "**Aberdeen university thesis**" (search across **Any**)
4. Click on the **Search** button

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. At the top of the list of results, click on **Full Text Online**
2. Notice that all of the results have the link **View Online**, indicating that all the books are in electronic format. Click on **View Online** in the record of one of the books
3. Click on **Open source in a new window**
4. Enter your university username and password in the **Security Information** window
5. A new window opens at the electronic book on the database provider's website

We subscribe to 5 e-book collections: ebrary, ScienceDirect, SpringerLink, EEBO and ECCO. For effective searching, link out to each collection individually. This may be done through the **Find Databases** tool in Primo.

6: How to find databases through Primo

All of the databases that 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 **Advanced Search** link located beside the Simple **Search** button
2. Click on the **Find databases** link
3. If you know the name of the database, type it into the **Name** box and click on the **Find databases** button
4. Click on **Show Info** to view a summary giving the database's contents and also the database's search rules
5. Click on the database title to open the database
6. If you are looking for the databases relevant to your subject, leave the **Name** box empty. In the **Category** drop-down menu, select your area of interest
7. In the **Sub-category** drop-down menu, select a more specific area of interest
8. Click on the **Find databases** button
9. A list of databases relevant to your chosen sub-category will now appear

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

In the **Find databases** window, select the **Category** called **General Interest**. Then select the **Sub-category** called **Library Catalogues**. This will give you a list of local and national catalogues to search.

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 September 2011, but are subject to change). Details are available at www.abdn.ac.uk/library/facilities/services/interlibrary-loans/.

8: Log out of Primo

Remember to **log off** 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

Click the **Sign out** link in the top right-hand corner of the Primo screen. You will be prompted to confirm that you want to log off – if you have finished click **Confirm**

Please note: when you end a search session all the records of previous searches will be lost unless you have saved them on to your **e-shelf** whilst logged in to Primo

9: Help and advice

If you have problems with IT access, please contact the Service Desk.

Library staff and Information Consultants can help with any difficulties using Primo

<p>IT Service Desk (for access problems) servicedesk@abdn.ac.uk tel. 01224–273636 (internal ext. no. 3636) Phone for out-of-hours assistance (after 17:00 Mon-Fri, weekends)</p> <hr/> <p>Information Consultants:</p> <p>Arts & Humanities Janet MacKay (j.i.mackay@abdn.ac.uk) tel: 01224 272572</p> <p>Life and Physical Sciences, Engineering Susan McCourt (s.mccourt@abdn.ac.uk) tel: 01224 273287</p> <p>Education, Music and Social Sciences Claire Molloy (c.a.l.molloy@abdn.ac.uk) tel: 01224 274813</p>	<p>Medicine & Biomedical Sciences Mel Bickerton (m.bickerton@abdn.ac.uk) tel: 01224 437876</p> <p>Law & Business Studies Elaine Shallcross (e.shallcross@abdn.ac.uk) tel: 01224 273848</p>
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