



Primo lists everything from books, journals, maps, manuscripts and museum objects to DVDs and teaching kits. It is a useful 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. Used in conjunction with the SFX service you will be able to link to e-books and the websites of e-journal providers that we subscribe to. This means that you can begin to gather together electronic material for your assignments without even leaving your computer at home!

The aim of this workshop is for you to familiarise yourself with the most important search techniques and options available in Primo.

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:

- Go to <http://primo.abdn.ac.uk:1701/> or
Go to the Library home page at www.abdn.ac.uk/library/ and click on the **Search Our Collections** tab.
Click on the **Search using Primo** link
- 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.
- 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	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*
	or 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 a book when I know the author and title

Question: What search option do I use if I want to locate a book on my reading list or I want to look for a book referred to in another publication, e.g. *The Life of Charlotte Bronte* by **Elizabeth Gaskell**.

Answer: Simple Search

1. A **Simple Search** gives you one box to search a mixture of names and/or keywords in any field.

Follow the exercise below:

Exercise 1: search for a specific book	
1.	I'm interested in finding Chemistry³ by Andrew Burrows
2.	In the search box on the Simple Search screen: Type in <i>keywords</i> (the author's family name and <u>important</u> keywords from the title, <u>in any order</u>): chemistry burrows
3.	Click on the Search button
4.	The Results page will open displaying the records that match your search keywords (terms)
5.	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. NOTE: if there is no library name – the item is in electronic format.
6.	What library holds Chemistry³ ? _____
7.	The Availability tab in the item record lists the copies that we hold of that title. If there are many copies, the first few will be shown. The rest of the copies can be viewed by clicking on View all items at the bottom of the Availability window. How many copies do we have of Chemistry³ ? _____ Click on the arrow beside a copy to find out the length of loan period for that copy.
Exercise 2: look for another book	
1.	Click on the New Search link located in the top right-hand corner of the Primo screen
2.	<i>Make sure you are in the Simple Search screen</i>
	You are interested in finding this book: PARKER, H.J., ALDRIDGE, J. and MEASHAM, F. (1998). Illegal leisure: the normalization of adolescent recreational drug use. London, New York: Routledge.
3.	What keywords would you type in the search box? _____
4.	Click on Search
5.	Did you find the book or did you find other books in addition to this one? You may need to <i>refine</i> your search by selecting different keywords
6.	The Results page will open giving you author/title details, publication date and the name of the library holding the book. What library holds this book? _____ How many copies does this library hold? _____

4. How to find books on a particular subject

Question: I have to find material for an essay, assignment or my dissertation, but I don't know what is available. What search option should I use?

Answer: use **Advanced Search**

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**

Exercise 3: looking for books on a particular subject	
1.	Click on the Advanced Search button located beside the Simple Search button
2.	You will see 3 search boxes that are automatically linked by the Boolean operator AND . Link all the alternative keywords/phrases for the same idea in one box, linked by the Boolean operator OR , e.g. work* OR employment or job* Use a separate box for each different idea/concept, so if you have 2 ideas you will use 2 search boxes.
4.	We are interested in looking for all books on women in the workplace ...
5.	In the first search box type: wom?n OR gender (they mean the same thing for the purpose of my research) NOTE the use of the Wildcard symbol ? (question mark). This symbol tells the catalogue to look for 1 letter difference in spelling, e.g. wom?n finds woman and women .
6.	In the second search box type: work* OR employ* OR job* (they mean the same thing for the purpose of my research)
7.	Keep the search across Any
8.	In the Material Type drop-down menu select Books
9.	Click on Search
10.	How many records are retrieved that match your search? _____

5. How to use Primo to locate a journal article

You can use Primo to search for a **journal title** and check if it is available in paper and/or electronic format

How? - use **Advanced Search** and the **SFX** linking service. The *SFX linking service* tells you if we have purchased a specific journal in electronic format and what years are available electronically. It links you out of Primo to the journal publisher's website where you can search for the article you need.

Exercise 4: finding a journal article	
1.	Click on the Advanced Search button located beside the Simple Search button
2.	In this exercise we are going to look for a journal article that is on your course reading list, or has been referred to in other literature which may be useful for your assignment or dissertation. The example article reference is: 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. REMEMBER – look for the journal title itself at this point – not the article title
3.	In the first search box click on the drop-down menu and select in the title , then type in: developmental psychology Leave the second and third boxes empty In the Material Type drop-down menu select Journals

4. Click on **Search**
5. The **Results** list will display a record for the electronic version of the journal **Developmental Psychology**
6. **To find out if we have an electronic copy of this journal for the year 1983** (when the paper was published)
 - a. In the record for the journal click on the **SFX** tab
 - b. Click on **Open source in a new window**. A separate window will open listing the SFX services for this record
 - c. Look at the **SFX** window - what is the start year, volume and issue for the electronic version of **Developmental Psychology** provided by **EBSCOhost** in their database PsycARTICLES?
 _____ Can you obtain this article in electronic format? Yes/No
 - d. Always check the dates supplied on the SFX Services window to make sure that the e-journal can be provided for the year you require
 - e. To obtain the article - click on **Go**
 - f. A separate window will open from the journal provider **EBSCOhost**
 - g. Remember the article we need is BRAINE, L. G., 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.
 - h. Scroll down the list of years on the right-hand side of the page and click on 1983. Then click on **Vol. 19 Issue 1**. Scroll through the article list for this issue and look for **page 45**. We recommend opening the PDF version to read this article in full text.
7. Close the EBSCOhost window
8. To find out if we have a paper copy of this journal for the year 1983 (when the paper was published):
 - a. In the **SFX** window look for **Search in Aberdeen University Library catalogue** and click on **Go**
 - b. Click on the name of the library (**Sir Duncan Rice Library**) in the **Copies owned/out** column to open the **Holdings** page
 - c. Remember the article we want to read was published in **1983** – we need to check if that year is available in paper format
 - d. Read the section at the top of the page – it tells you that we have paper copies of **Developmental Psychology** from v.8 (issue 1) **1973** to v.20 (issue 6) **1984** in KCP (King's College), which is a closed access store

AU Library Catalogue - Holdings	
Developmental psychology..	
Washington, DC : American Psychological Association.	
v. : ill. ; 26 cm..	
Library has v. 8, no. 1 (Jan. 1973)-v. 20, no. 6 (Nov. 1984).	
Location	MAIN KCP Per 150 Dev Sir Duncan Rice Library In Store (KCP)

 - e. To see the paper 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 Sir Duncan Rice 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.

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.

Note that not all of our ebook collections are available through the **Journal articles, e-books and more** tab

Exercise 5: limiting your search to theses

1. Click on the **Advanced Search** button located beside the Simple **Search** button
2. For this search we are looking for all **Aberdeen University PhD theses** on a particular subject – *health and safety*.
3. In the first search box type: **health AND safety** (search across **Any**)
4. In the second search box type: “**aberdeen university thesis**” (search across **Any**)
Click on **Search**
5. The screen refreshes – how many records has Primo found? _____
6. Notice that the search terms **health and safety** may not occur in the title information displayed. You must click on the **Details** tab of the record on the results list to view the fields in which these terms occur – they may appear in the **full title**, or in a **Series** title or in the **Subject** field.
7. The results are listed according to relevance. You can resort the list to **Date-Newest** by clicking on **Sorted by** at the top of the list of results
8. Some theses are available both electronically and in paper format. Click on **View 2 versions** to see a separate record for both versions

Exercise 6: limiting your search to e-books

1. 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.
2. Click on the **Advanced Search** button located beside the Simple **Search** button
3. In the first box type: **global warming** and select the option **is (exact)**
4. In the **Material Type** drop-down menu select **Books**
5. Click on **Search**
6. The screen refreshes showing a list of results
7. At the top of the list of results click on **Full Text Online**
8. Notice that the titles of all of the results are blue hyperlinks. This indicates that all the books are in electronic format
9. Click on **View Online** in the record of one of the books (you may have to click on the **Versions** link on the right-hand side first)
10. Click on **Open source in a new window**
11. Enter your university computer username and password in the **Security Information** window
12. A new window opens at the electronic book on the database provider’s website. Over 70,000 of our e-books are held in the **ebrary** collection alone!
13. Close the e-book provider’s window and return to Primo. Most of our e-book titles that we have purchased are listed in Primo

7. How to find a book on a library shelf

Answer: Use Simple Search to look for a specific title then consult the Availability tab to find out where it’s located

Once Primo has found the item(s) you are looking for, it lists basic details such as title, author and year, the number of copies we have in stock and how many copies are out on loan

Exercise 7: obtaining a book in hard copy from the library

1. Use the search box on the **Simple Search** screen
2. Do a search for **Civil society: challenging western models** edited by **Chris Hann and Elizabeth Dunn**. Which keywords did you use? _____
3. You should get one record listed on the **Results** screen
4. What library holds this title? _____
5. Click on the **Availability** tab:
How many copies of the book edited by Chris Hann do we have in stock? _____
Is a copy of this book available to borrow right now? _____
6. Click on the arrow beside the library where the copy is held. This gives you further information including the loan period of the copy
How long can you borrow the book for? _____
(Long Loan is for the whole academic session until end of May 2013; 3-Day Loans include the weekends – a book borrowed on Thursday has to be returned or renewed on Sunday)
Tip: Note down the complete location number (shelfmark), e.g. **306 Han** – there may be other books on the same topic at that same location but by different authors
7. To view different editions of the book click on the **View 2** (or more) **versions** link to right-hand side of the record. The different editions are now displayed. The date of publication is displayed in each record
8. If at least one of the copies are on the shelf the record will say **Available from**
If all of the copies are on loan the record will say **Request from**
If a copy is on loan you will see a due (for return) date in the **Availability** tab beside that copy
You can ask for a book to be returned by clicking on **Hold** (see section below)

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

Answer: Use the Hold function in the Availability tab

Exercise 8: obtaining a book using *Hold*

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

- Request (recall) a book out on loan to someone else
- Place a hold on a 3-Day loan which is out on loan to someone else
- Request a transfer between different campuses, e.g. from the Medical Library (@Foresterhill) or the Reid Library (@Bucksburn) to the Sir Duncan Rice Library or Taylor Library, or vice versa
- Request a book held in a remote store (Holland Street, MacRobert, King's College)

1. For any item you are interested in borrowing first click on the **Availability** tab. Then click on the arrow beside a copy to find out the length of loan period for that copy
2. If the book is out on loan you will see a date when the item is due for return
3. Click on the **Hold** link beside the copy to request the item

IMPORTANT: if you are in the library where the item is held, you will not be given the option to collect the item from the same library. Just go to the shelves to collect the item

4. 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 for someone else to borrow.
5. You should check your **University email account** regularly because the library communicates by email. To log in to your university email account at **studentmail** go to **www.abdn.ac.uk/students/email.php**

9. How to use Primo to renew items I have on loan

Answer: You can do this from your Library Account

NOTE: you cannot do this for Heavy Demand items, they must be returned each day and renewed.

1. Click on **My Account** in the top right-hand corner of the screen. You must log in to use this service.
2. Click on the **My Account** tab
3. Click on **Loans** in the left-hand side column
4. Click on the **Renew** link beside the item you wish to renew
5. Long loan items or 4-week items may be renewed **twice** before bringing the items back
6. 3 day loan items may be renewed up to 9 times before bringing the items back
You cannot renew items that others have requested

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

First of all check that your spelling is correct or try some variations of spelling using the **Wildcard** symbol – it may vary from the spelling in Primo. Primo has a **Did you mean?** facility. It may offer suggestions for alternative keywords. It may also be that you have typed in too many words and reduced your chances of finding anything. Remember the boolean operators (AND, OR, NOT) have to be entered in UPPERCASE (capital letters).

NOTE for Academic staff and Research PGs: 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 January 2013, but are subject to change). Details are available at www.abdn.ac.uk/library/facilities/services/interlibrary-loans/. 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).

11. How to log off

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

12. 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 24-hour assistance</p> <hr/> <p>Information Consultants:</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> <p>Arts & Humanities Janet MacKay (j.i.mackay@abdn.ac.uk) tel: 01224 272572</p>
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Answers:

Exercise	Part	Answer
1	6	Sir Duncan Rice Library
1	7	The library has 35 copies of the book
2	3	illegal leisure parker
2	6	Medical Library, 1 copy
3	10	2074 records found (on 30 January 2013 – subject to change)
4	6c	Developmental Psychology journal in EBSCOhost is available electronically from 1969, vol.1, issue 1 to the present Yes – you can obtain this journal article in electronic format
5	5	10 records match the search for “ health and safety ” and “ aberdeen university thesis ”
7	2	Example keywords = civil hann society (keywords can be written in any order)
7	4	Sir Duncan Rice Library
7	5	2 copies are available; on 30 January 2013, 2 copies are available to borrow
7	6	Long loan = may be borrowed for the whole academic session or until requested by someone else