Primo – Library Discovery Service. User's Guide

Contents

The Library of Cardinal Stefan Wyszyński University in Warsaw (UKSW) has implemented the latest Alma library system and the Primo search tool, which provides quick access to print and electronic resources.

The Primo provides one-stop searching for:

- UKSW Library traditional catalogue (paper collections),
- electronic resources (almost 40 subscription databases and over 280 free databases),
- union catalogues of the National Library of Poland (a living database with new materials added every day, comprising over 25 million collection items).

There are several tabs in the top menu bar (above the search box) which gives quick access to additional search options.
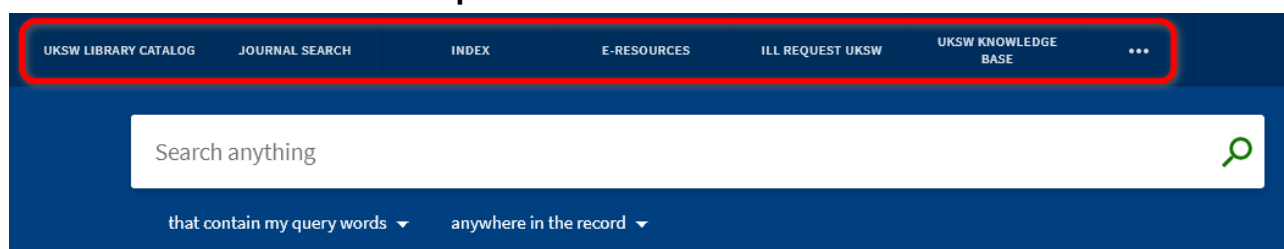
The UKSW LIBRARY CATALOGUE - allows to return at any moment to the Library's Main Page and start a new search.

The JOURNAL SEARCH - leads to the catalogue of both print copies held by the library and journals subscribed to by UKSW that are available online as well as to the open access journals.

The INDEX - displays the Browse Search tile, which includes a drop-down list for browsing Bibliographic headings of the following types: Tile, Author, Series, and Subject.

The E-RESOURCES - takes directly to a website listing all the full-text databases subscribed to by UKSW.

The IIL REQUEST UKSW – (Interlibrary Loan) allows you to obtain information on the possibility of requesting materials from other libraries (across the country and from abroad).
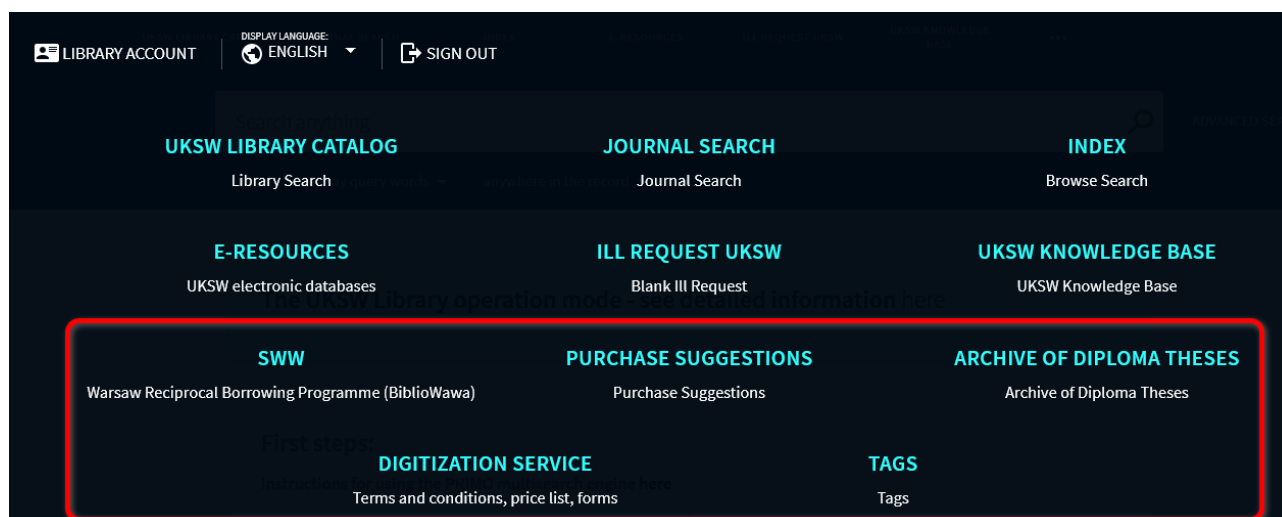
The UKSW KNOWLEDGE BASE - leads directly to the University's system that collects and disseminates information about the publications of UKSW employees and doctoral students.

Click "**...**" (the ellipsis character) to display the menu in full-screen mode with additional subpages:

SWW – a link to the website of the UKSW Library, where you can find detailed information about The Warsaw Reciprocal Borrowing Programme (BiblioWawa).

PURCHASE SUGGESTIONS - a link enabling users to make a purchase request for any title by filling in a blank Purchase Request Form. Signing in to a library account is a prerequisite.

ARCHIVE OF DIPLOMA THESES – a link to bibliography and abstracts database of diploma theses defended at the UKSW.

TAGS - lists of the most popular and recently added tags (free keywords describing collections).
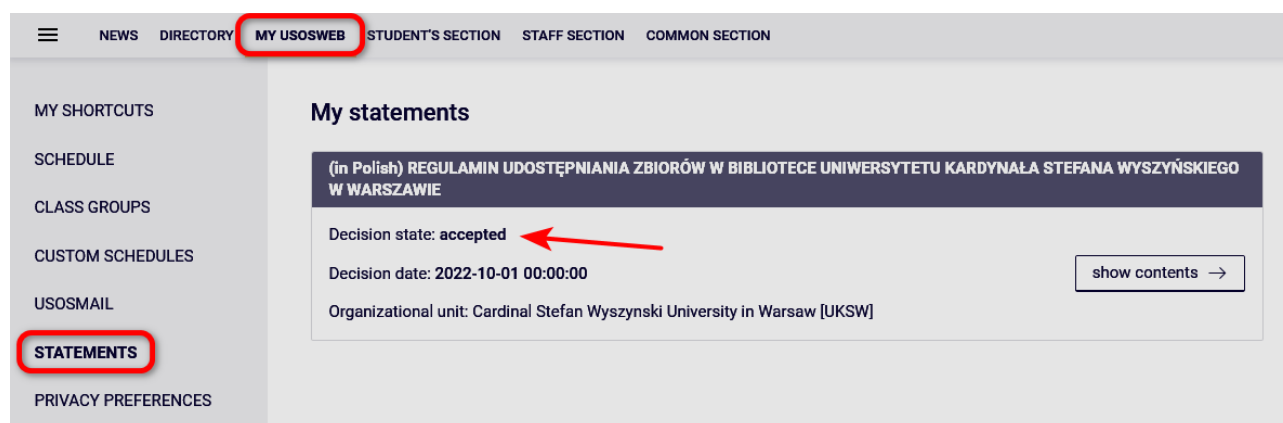
1. Library account activation

An account in the integrated library system is held by all students, doctoral students, UKSW full-time employees and postgraduate students who have had an account in the old central UKSW login system (login.uksw.edu.pl). In order to become entitled to unrestricted use of the Library's collections, activation of a library account is a prerequisite. To do so, you must: **1) accept** *the UKSW Library Rules and Regulations*, **2) sing in to your library account.** Users entitled to have a library account, but who do not have an account in the UKSW domain, must set up an account in person at one of the Library Lending Rooms.

UKSW

1.1 Acceptance of the Library Rules and Regulations

In order to accept *the UKSW Library Rules and Regulations*, log in to your USOSWeb account - https://usosweb.uksw.edu.pl/ and then follow the on-screen instructions. <u>This step does not apply to users who have accepted the *UKSW Library Rules and Regulations* in the previous library system</u>. The status of the decision can be checked in the "**My USOS**" → "Statements" tab.

Users without a USOSWeb account accept the UKSW Library Rules and Regulations by signing *the Statement of a Reader of Cardinal Stefan Wyszyński University Library in Warsaw,* available in the Library Lending Rooms.

1.2 Signing in to Library Account

You can log in to your library account via "Login CAS" and "Login Primo". Each of the login methods is intended for a different group of readers.
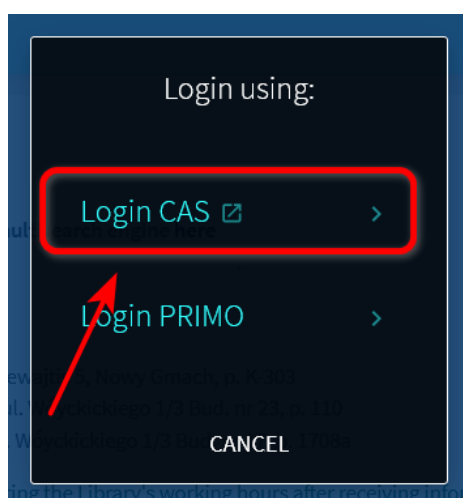
1.2.1. Login CAS

"Login CAS" is dedicated to students, doctoral students, full-time employees and postgraduate students of UKSW **who have had an account in the old central UKSW login system (**login.uksw.edu.pl**).** In order to log in, please:
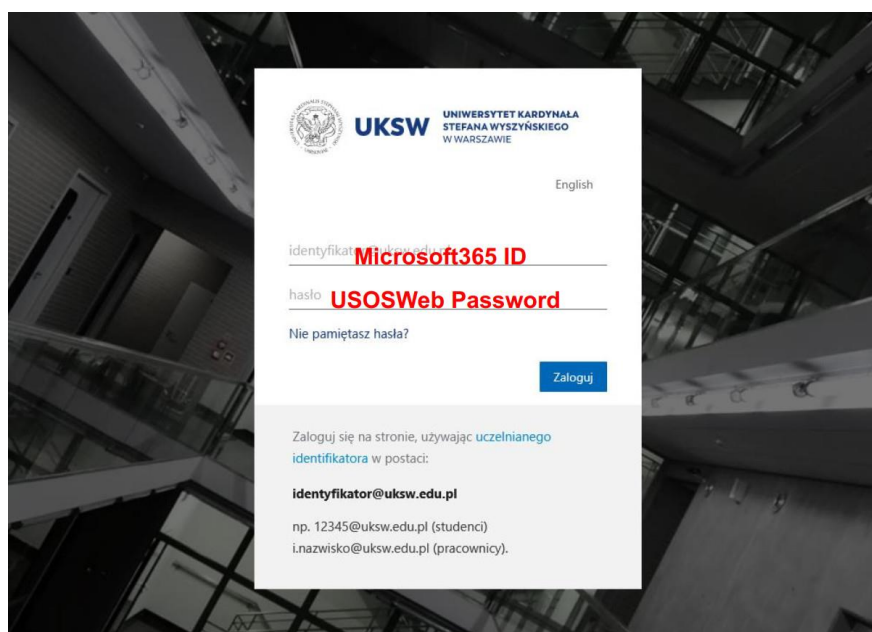1. Go to https://katalog.biblioteka.uksw.edu.pl/

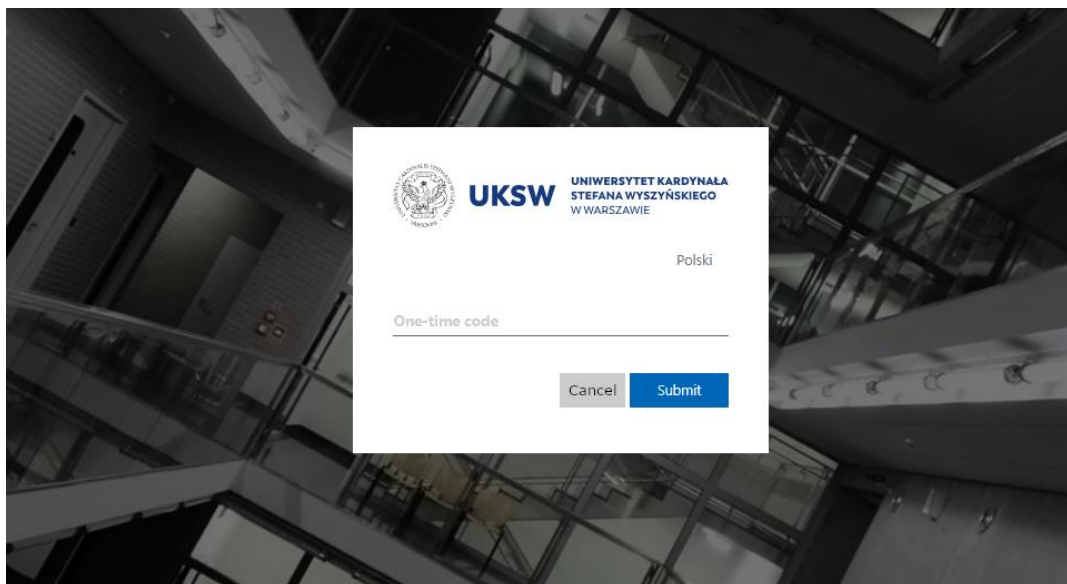2. Click **Sign in** (upper right corner of the page).
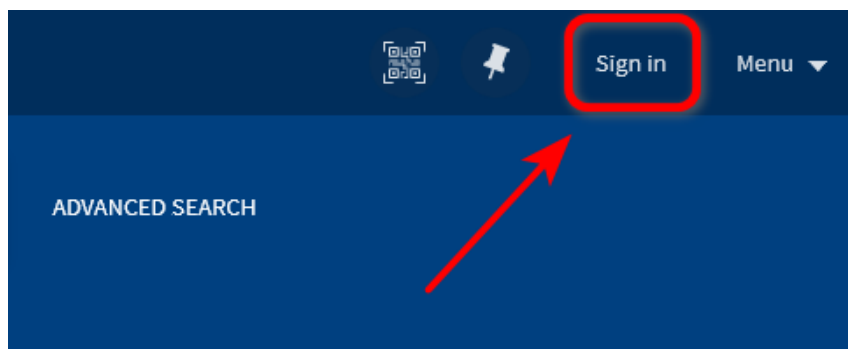
3. Select **Login CAS**.

4. You will be redirected to the website of the UKSW domain login webpage, then you must enter your individual ID (Microsoft365 id – identifier@**uksw.edu.pl**) and password (the same as to the USOSWeb).

5. Enter one-time code from authentication application on your smartphone.

## 1.2.2. Login Primo

Authorisation through Primo is dedicated to:

- Users of The Warsaw Reciprocal Borrowing Programme (BiblioWawa, SWW),
- Research and Teaching Staff on civil law contracts,
- visiting professors at the UKSW,
- retired UKSW employees,
- external doctoral students related to the UKSW by a supervisor,
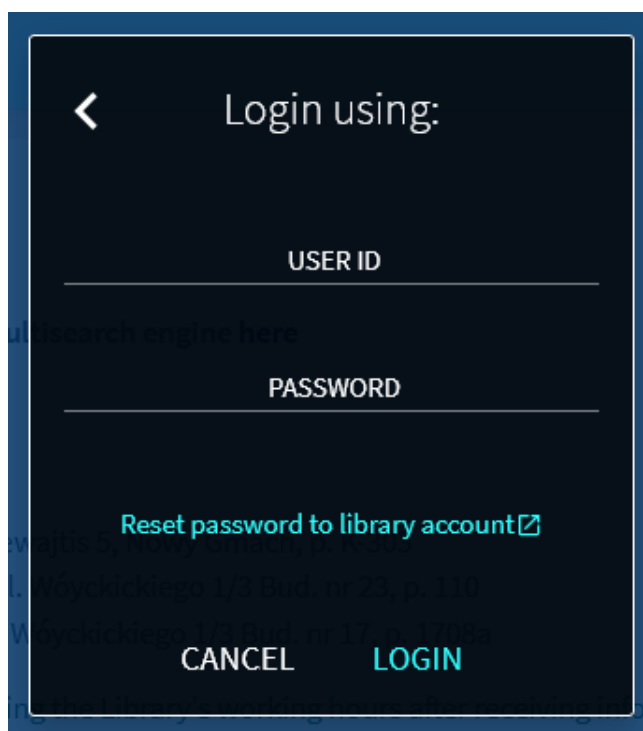- students of courses organized at UKSW.

In order to log in, you must:

1. Go to https://katalog.biblioteka.uksw.edu.pl/
2. Click **Sign in** (upper right corner of the page).
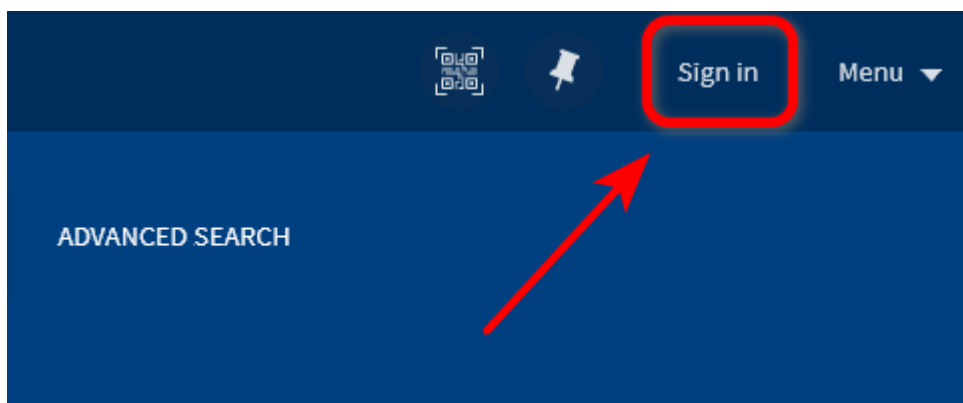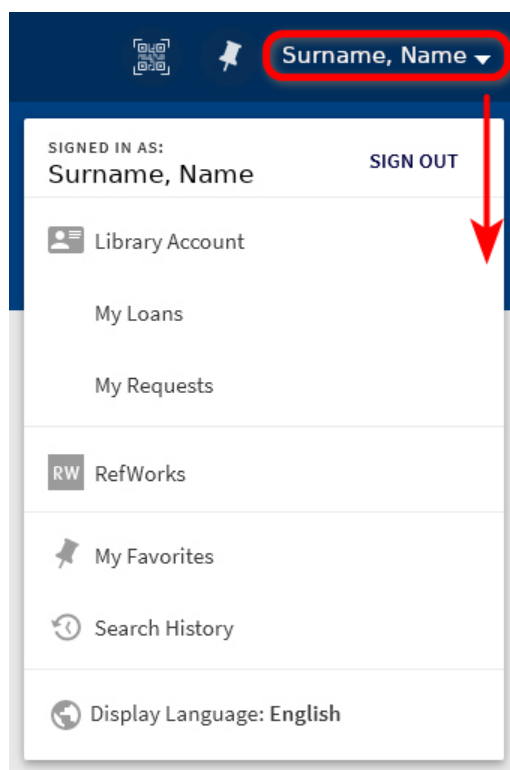
3. Select *Login Primo*.
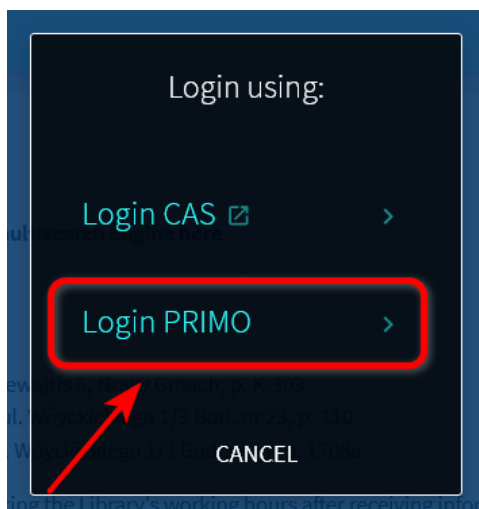
4. Enter the login data obtained when setting up your account: reader's ID card number and password.

After successfully logging in, your name and surname will appear in the upper right corner.
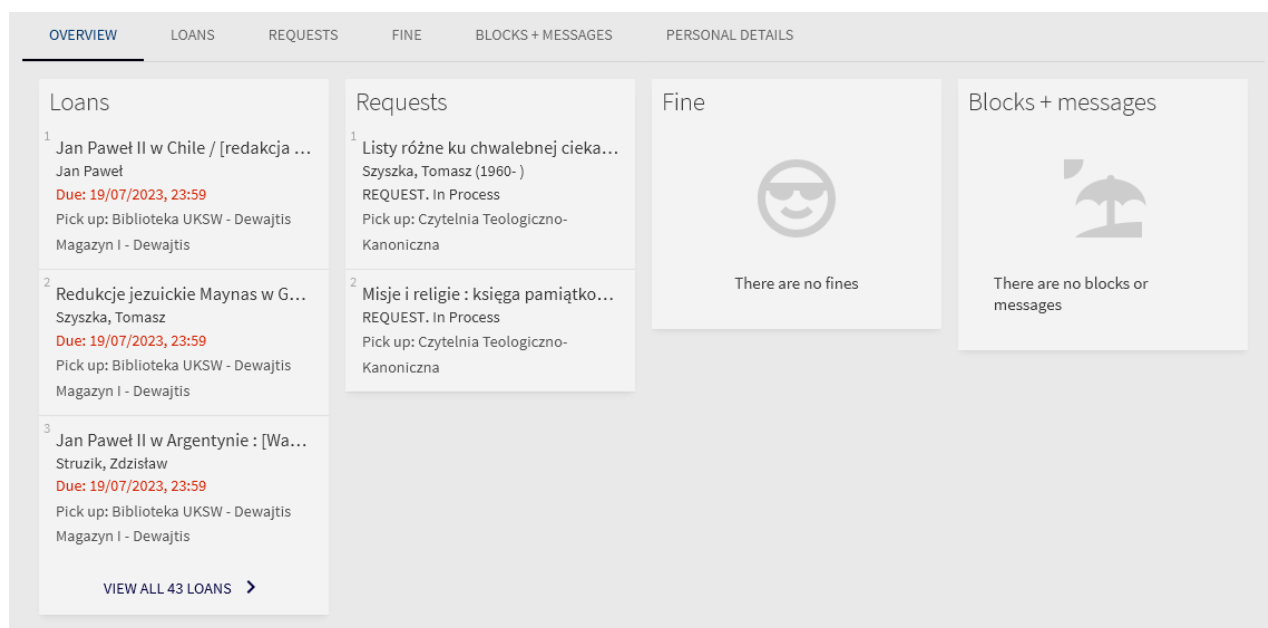
2. Library account

The account is available by logging into the catalogue.

To access your library account, click on your full name in the top right.

You may use the library account to:

- check your current account status,

- check your current and previous loans,

- check your current requests,

- reserve materials that are currently on loan and cancel your reservations,

- check any fines for overdue books,

- extend loan period,

- view search history,

- send purchase suggestions,

- create your own collections by assigning labels to saved records.

UKSW

Each item in the expanded menu allows direct access to specific functions:

- **Library Account** (account management: overview of loans, reservations, fines and fees, account settings and system messages),

- **My Loans** (list of items, which are currently on loan),

- **My Requests** (displays all of current requests),

- **RefWorks** (link to online reference manager. Creating an account on the RefWorks website login page is required),

- **My Favorites** (link to: SAVED RECORDS, SAVED SEARCHES, and SEARCH HISTORY - displays all of searches for the current session and allows to manage current session's searches),

- **Search history** (the user's search history (hyperlinked keywords used during original search),

- **Display Language** (select the language of menu).

NOTE! Saved search lists, search history and loan history have not been transferred from the previous library system.

3. Library Card

The library card entitles you **to access to the library collections**, e.g. with your Library Card you are able to borrow books. Any of the following documents can be used as your Library Card:

1. Electronic Student ID Card / Electronic Doctoral Card / Electronic Academic Staff ID Card

2. UKSW Access Card (UKSW employees only)

3. Mobile Student ID Card ("mLegitymacja")

Mobile Student ID Card can be used for visual verification of card holder.

4. Warsaw City Card (ONLY for employees using BiblioWawa service)

5. Postgraduate Student Card

Part-time students who do not hold the above-mentioned cards but have their USOS account, must present an evidence of current student status from their UKSW unit at the Lending Room.

# 4. Performing searches

4.1 Basic search

A white bar of the search box is located at the top of the Primo main page. To start your search, enter a word (keyword) or more words that you are looking for (a search phrase) in the **"Search..."** field and press the magnifying glass $\mathcal{P}$ icon or "Enter".
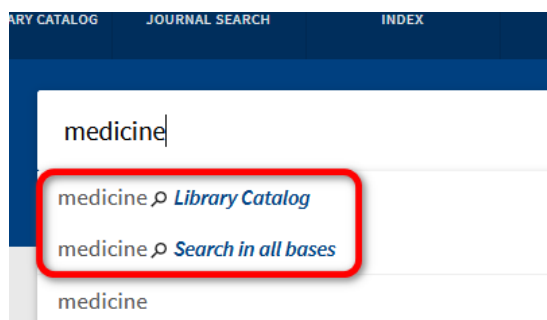
As you type the wordphrase in the search field, a list of suggestions will appear with "buttons" – at the top of the list – limiting the search: "Library catalogue" and "Search in all bases".

There are two drop-down lists beneath the Search box: "that contain my query words" and "anywhere in the record".
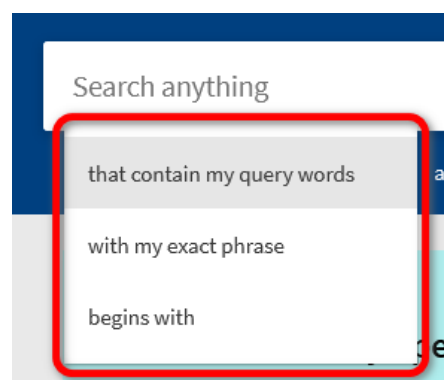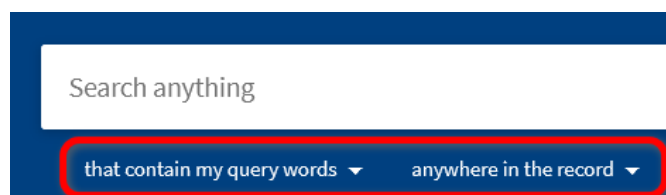
Three options of the first drop-down list help you to choose how your keywords and phrases appear in your search results: as separate words anywhere in a text (**"that contain my query words"**), as a phrase (**"with my exact phrase"**) or as the first words of a title (**"begins with"**).

The second list specifies whether the search phrase is to be automatically found across all fields ("anywhere in the record") or in a specific field of the bibliographic record (author, title, subject, etc.).
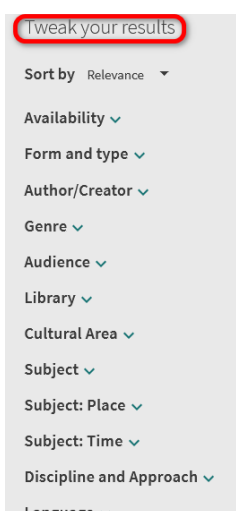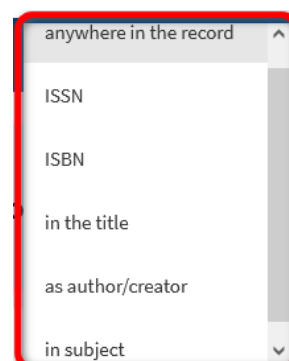
Narrowing the results

If you need to narrow your search results, then use the categories of the "Tweak your results" section which appears on the left side of the Simple Search results page. In case of searching via mobile devices, narrowing the results is marked with the aerial icon

Availability ∧

☑ Available online

☐ Held by library

☐ Open Access

☐ Peer-reviewed Journals

The most important is "Availability" – from its menu you can select **"Available online"** to view books in electronic or **"Held by library"** (to narrow your results to traditional collections (print items) only).

You can select more than one filter and apply them to the results at the same time or you can exclude any of them by clicking on the red box with a line through it that appears to the right of the filter name.

Form and type ∧

☐ 955 *(1)* ⊠

☐ Czasopisma *(9)*

☐ E-booki *(1)*

☐ Książki *(81)*

☐ Literatura faktu, eseje, publicystyka *(1)*

☐ Proza *(1)*

☐ Publikacje dydaktyczne *(7)*

☐ Publikacje fachowe *(8)*

☐ Publikacje naukowe *(5)*

Library ⌄

Cultural Area ⌄

Subject ⌄

Subject: Place ⌄

Subject: Time ⌄

CLEAR **APPLY FILTERS**

Select "APPLY FILTERS" to filter your results.

4.2 Advanced Search

The advanced search allows you to retrieve publications closely related to your subject. Users need to specify search options.

Search anything ⟋ Library Catalog ▼ 🔍 ADVANCED SEARCH

that contain my query words ▼   anywhere in the record ▼

Sorting and narrowing of records

Select the "Library catalog" to search the traditional (print) and electronic resourses available in the UKSW Library. Select the "Search in all bases" option – to search the resources of libraries co-creating the OMNIS catalogue (BN, Jagiellonian University, Nicolaus Copernicus University, etc.).

To start your search you must choose at least one of the criteria.

You can specify additional lines of criteria by selecting the "ADD A NEW LINE" option.

Up to 7 lines can be added.

When searching, pay attention to the logical operators: "AND", "OR" and "NOT".

Basic search operators (Some examples of search operators):

"AND" is used to retrieve records containing both keywords / phrases.

"OR" is used to search for an item containing at least one of the keywords / phrases.

"NOT" is used to exclude records with an irrelevant word.

To search for an exact phrase, enclose it in quotation marks, e.g. as "global warming".

You can use **wildcards** to search variant spellings of a word:

* the asterisk substitutes any number of characters in a search word, e.g. pedagog* matches any word that begins with the given string of characters: pedagogika, pedagogical.

? the question mark represents any single character in a search word, e.g. searching for wo?a would return both wola and woda.

Using the side menu of search fields appearing next to the list of results, you can narrow your results to specific language or date range. **The "Material Type" is inactive.**
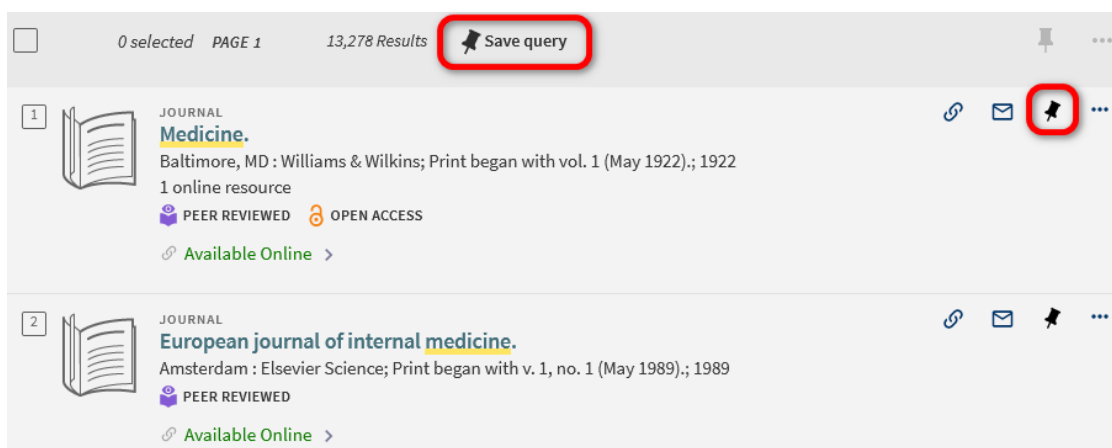
Note: When searching an exact phrase – using quotation marks, – you cannot use masking characters (e.g. * or ?) (When searching an exact phrase, you cannot combine double quotation marks with masking characters (e.g. * or ?)).

4.3 Search History, Labels, Alerts and RSS Feeds

Search history

Search results are available only during one search session (User Account – Search History). To access them in subsequent sessions, select "Save query" (the pin icon above the results list). To save a record, click the pin icon to the right of each search result ("Add this item").

Saved search results will be available in the user's account under the "My Favorites" tab.

Note: Sign in to Primo, if you want to save your searches or records for future use (for future sessions).

Labels

You can add labels to the found publications. This option allows to describe and group (organise) the results of your search in Primo. Labels can be added immediately after saving. Click "My Favorites" tab, select the saved record / records, then click the Add Labels button, enter the name of the label and press Enter.
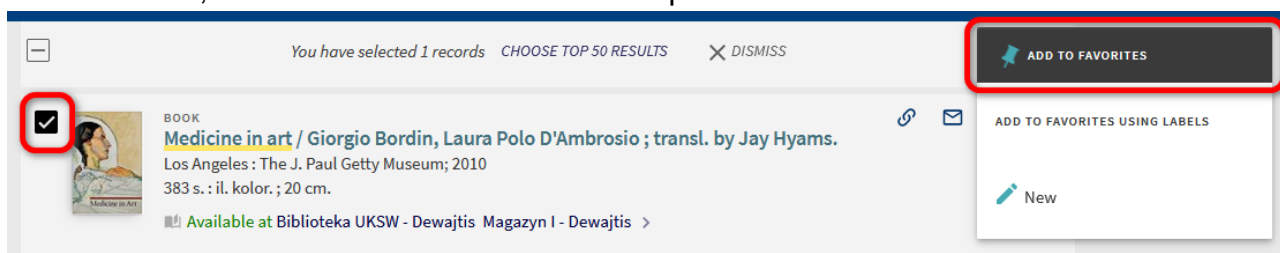
Managing Labels:

1. Create a new label,

2. Edit a label (change its name),

3. Delete (remove) selected records from the list,

4. Email record details,

5. Print selected records,

6. Export a record to the selected bibliographic description management program (BibTex, RIS, EasyBib, EndNote, RefWorks).

Alerts

In "My Favorites" you can set an alert (a reminder) for your saved searches. Select the bell icon next to a Saved Searches record. After an alert has been set, you will receive an email notification when new resources that meet your criteria of the search are added.
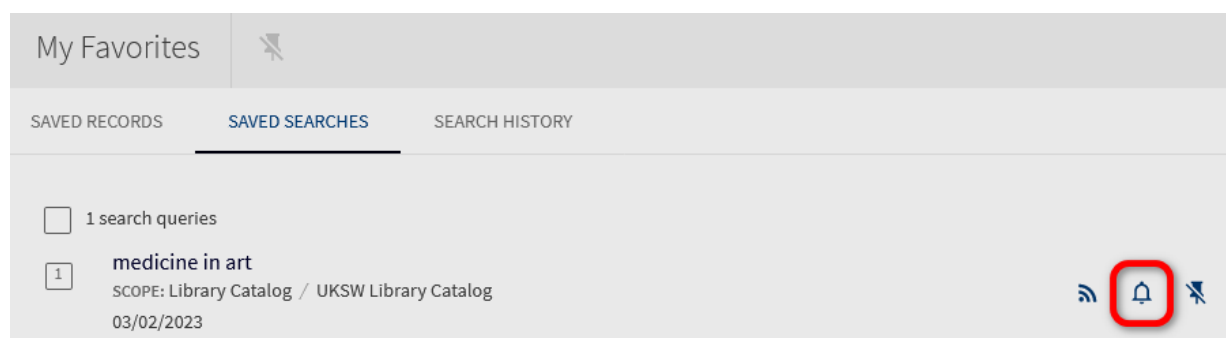
Activating RSS

The RSS (Rich Site Summary) feeds enable Primo users to be informed of new items in their saved searches. You need to have an RSS reader installed in your web browser to activate RSS.

When you install the RSS Reader click the RSS icon to display the news in the RSS feed.
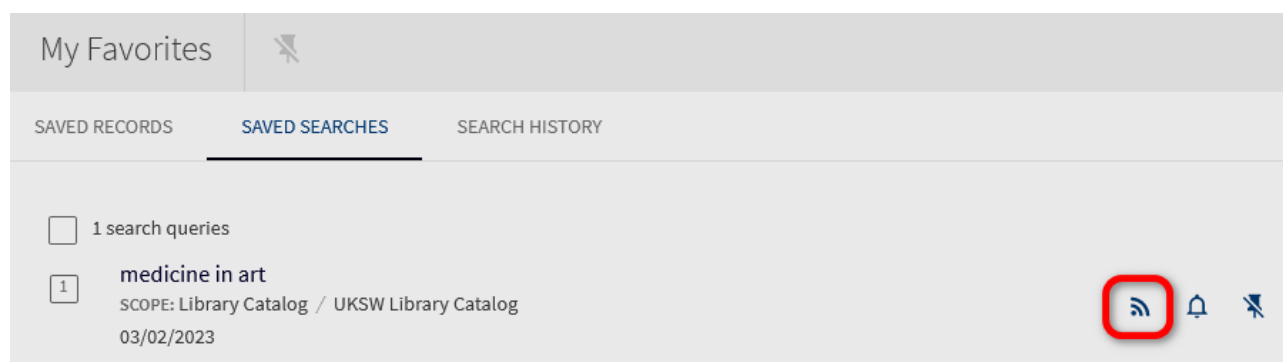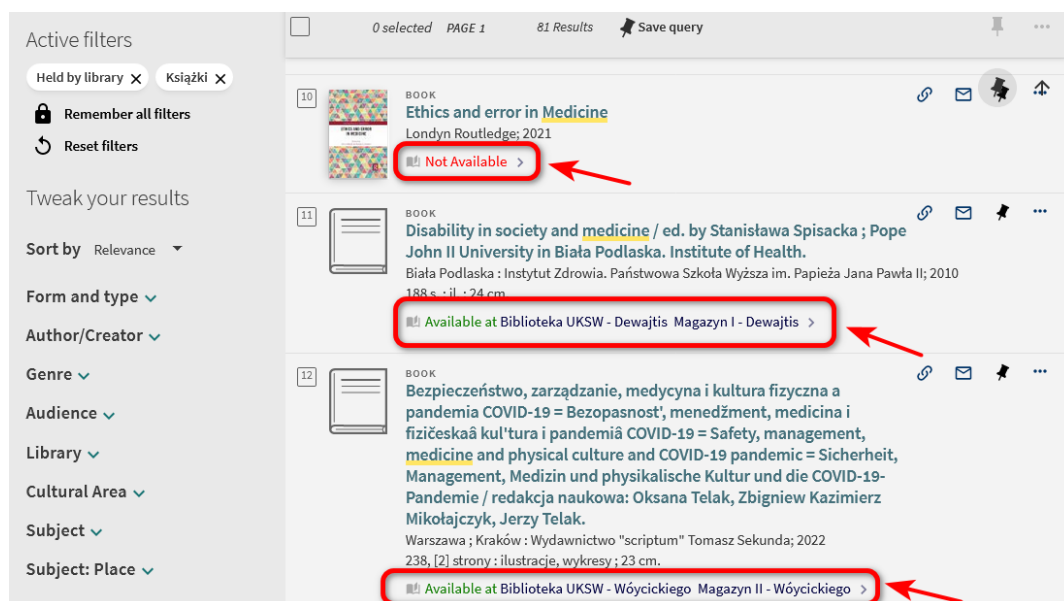

5. Requesting, reserving

To search for materials the UKSW Library gives access to and request them you need to sign in to your Library account and then enter a phrase that you are looking for. Narrow your search using the Library Catalog button. (Limit your search to items available at the UKSW Library).

Availability Status

When the list of search results is displayed, pay attention to the record's current availability statement.
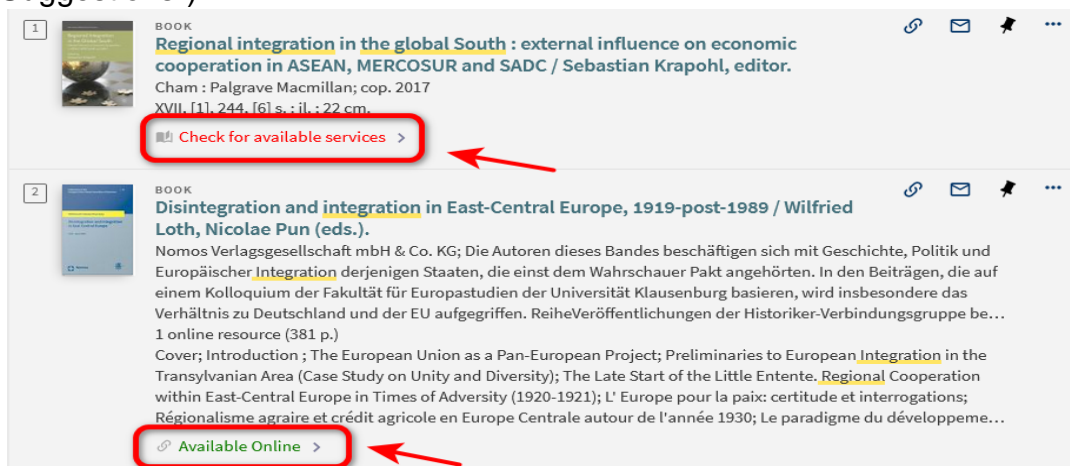
- **"Available at"** means that the searched item is available at the described location (e.g. UKSW Library – Dewajtis, Law Sciences Library, etc.);
- **"Not Available"** means that the book is outside the Library or that another Library user has already checked it out;

- **"Available online"** means that the searched item is available in electronic format; click "Available online" to check where the full text is available;
- **"Check for available services"** means the publication you are looking for is not available at the library, but you can submit a proposal to purchase it using the form on the website (click on "check available services" and then on "Purchase Suggestions").
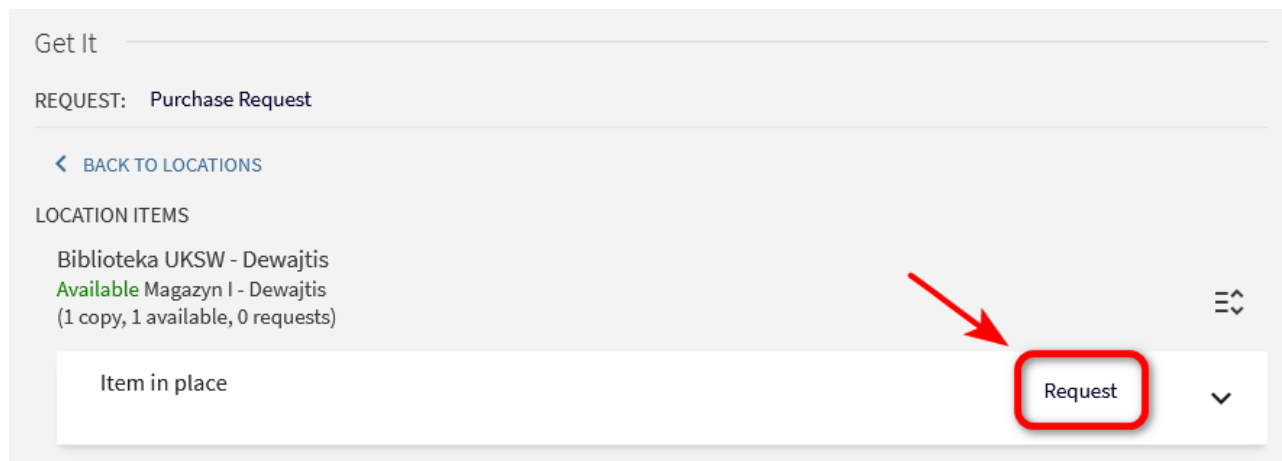
Select the title you are looking for from the list of publications.

When you click the bibliographic description of your search result Primo will offer you details of its location and availability. This box also contains the "Request" button.

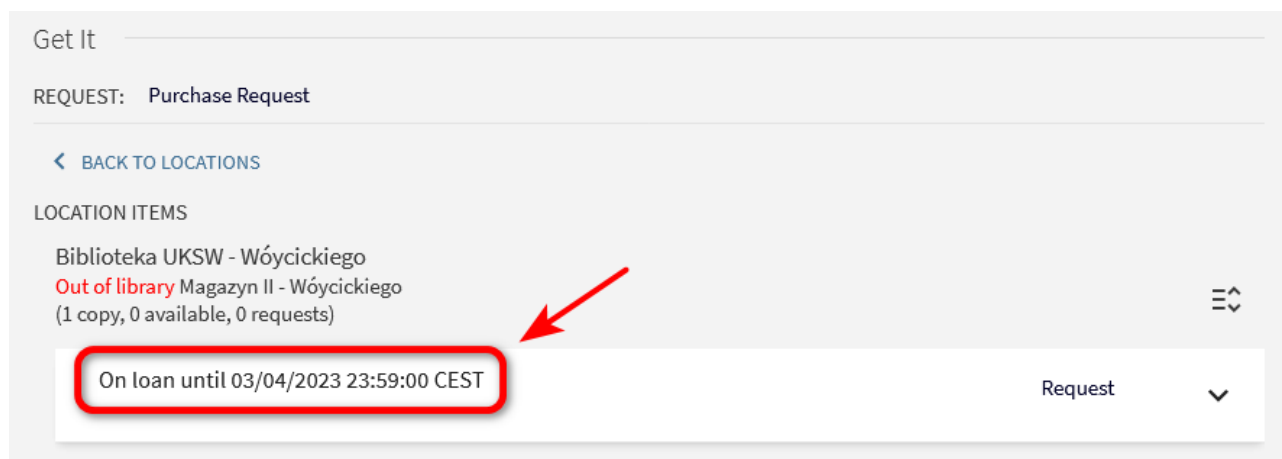You can reserve publications that are currently **"Unavailable"** – out on loan to another user. In this case a due date is displayed in the record's detail description. If you reserve such an unavailable – on loan – book, your will be placed in the queue for it.
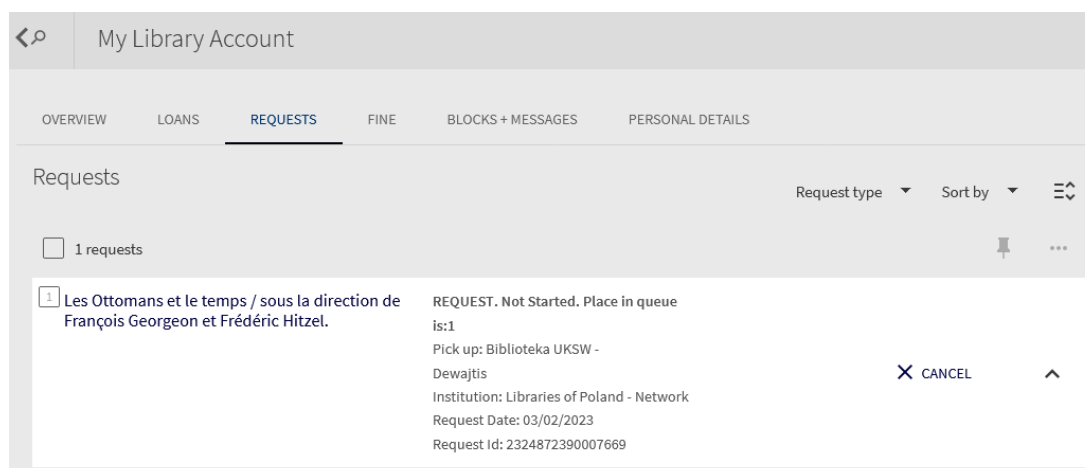

You can check the availability of the reserved book, along with your position in the reservation queue in **My Account** – **(My)Requests**.
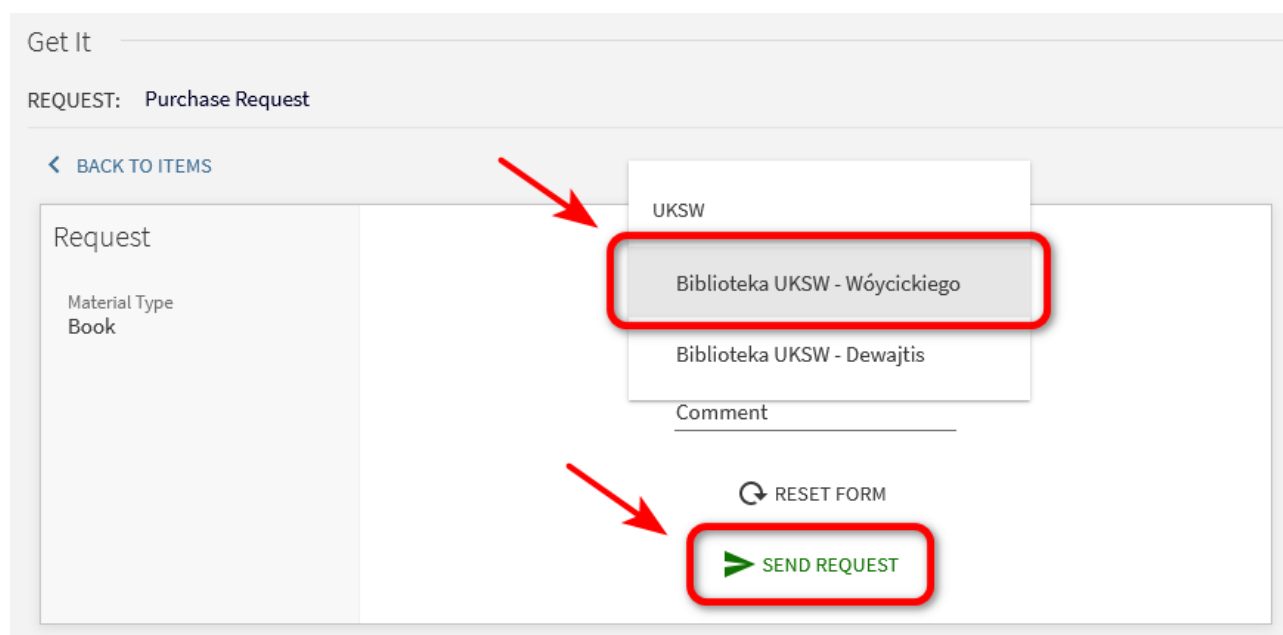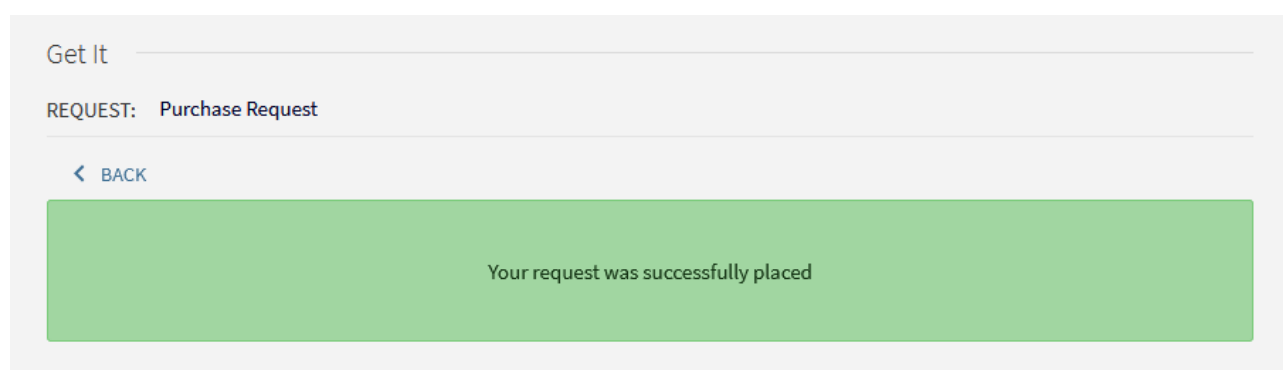
You will receive an email when the book has arrived.

It is necessary to select Pickup Location prior to sending a book request. There are threee pickup locations available: "Biblioteka UKSW – Dewajtis", "Biblioteka UKSW – Wóycickiego", and "Biblioteka Nauk Prawnych – Wóycickiego". Each library item has its own customised selection of pickup locations. (Publications representing legal sciences are available to pick up at "Biblioteka Nauk Prawnych – Wóycickiego" by default but there are often exceptions to this rule and other pickup locations are displayed.)

After sending the request you will receive an on-screen *order confirmation* as well as an information that you may check your request status.

The status of borrowing requests is *displayed in the user's account in My Requests facet* along with pickup location, request date and ID. There is a possibility to cancel your request.
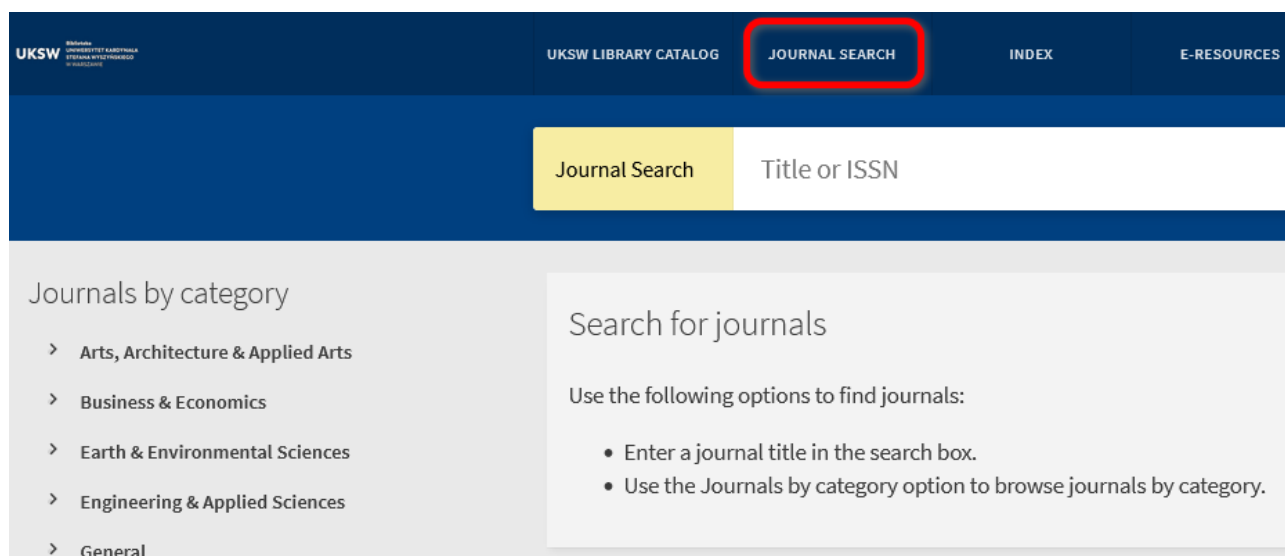
A request confirmation email will be sent as soon as the request is submitted.

Pickup of requested item will be possible within the library opening hours after an email confirmation that the item has been delivered.

6. Journal Search

Use the main search box to search journals by title (or part of the title) or by ISSN number.
Once in Primo search interface, you may also click on the selection Journal Search (it is near top of the page) to browse for items from the list of subscribed journals.

By using the facets on the left you may narrow your search results by selecting specific categories and subcategories. Titles are listed alphabetically.

The journals on the list may be labelled with the following information:
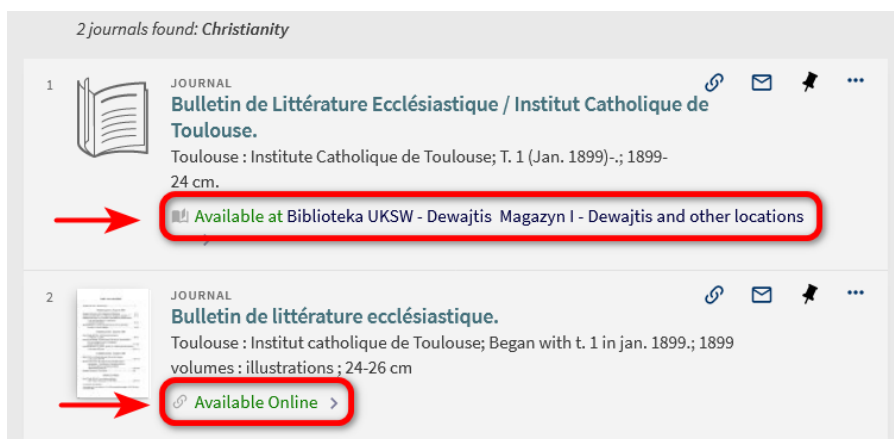
🔓 OPEN ACCESS   OPEN ACCESS enables free online access to the full content of scientific publications contained therein.

Another label is   📖 PEER REVIEWED   PEER REVIEWED which indicates that the publication has undergone positive evaluation by a community of experts in a given field.

6.1 Journals Available Online

After clicking on the "**Available Online**" button, a tab will open with the bibliographic description of the journal. Below there is a link redirecting to a webpage where you will find digital journal issues.

View Online

Full text availability

Bacon Bnf Global Gallica Alljournals $BNF_GLOBAL_GALLICA-ALLJOURNALS
Available from 1899 until 1986.

Canadian Libraries

EBSCOhost ATLA Religion Database with ATLASerials [RFH]
Available from 1957 until 2021.

6.2 Journals Available at UKSW Library

If you want to use the journal in print in the Library reading room, check its availability and make a request.

After clicking **"Available, Czytelnia Humanistyczna - Dewajtis"** facet, a bibliographical display of the issue appears. Underneath there is a list of its locations.

Get It

REQUEST: Purchase Request

LOCATIONS

Biblioteka UKSW - Dewajtis
Available , Magazyn I - Dewajtis   >

Biblioteka UKSW - Dewajtis
Available , Czytelnia Teologiczno-Kanoniczna -   >
Dewajtis

In order to request a particular issue of a journal click funnel icon on the right and subsequently a drop-down menu "description".

Get It

REQUEST: Purchase Request

LOCATIONS

Filters: location ▼ volume ▼ year   description ▲   X Clear
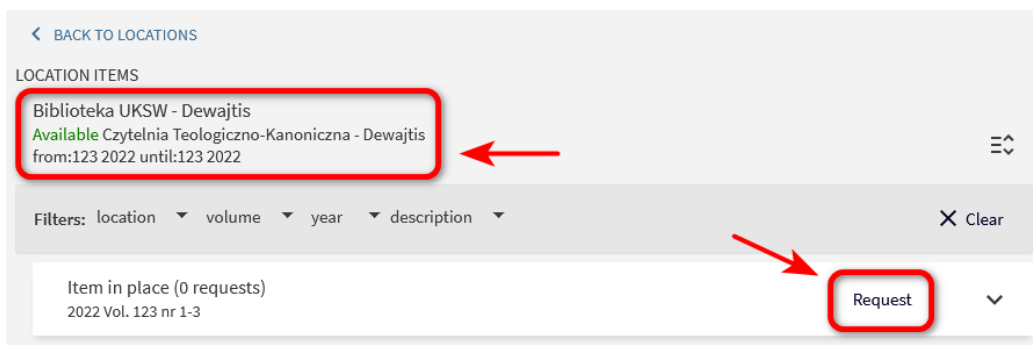
1901 nr 4

1949 Vol. 50(69) nr 1-4

1950 Vol. 51(70) nr 1-4

1951 Vol. 52(71) nr 1-4

Biblioteka UKSW - Dewajtis
Available , Magazyn I - Dewajtis   >

Biblioteka UKSW - Dewajtis
Available , Czytelnia Teologiczno-Kanoniczn   >

Having chosen a particular issue of interest and its pickup location make a request. Please keep in mind that making requests is available only for logged in users.
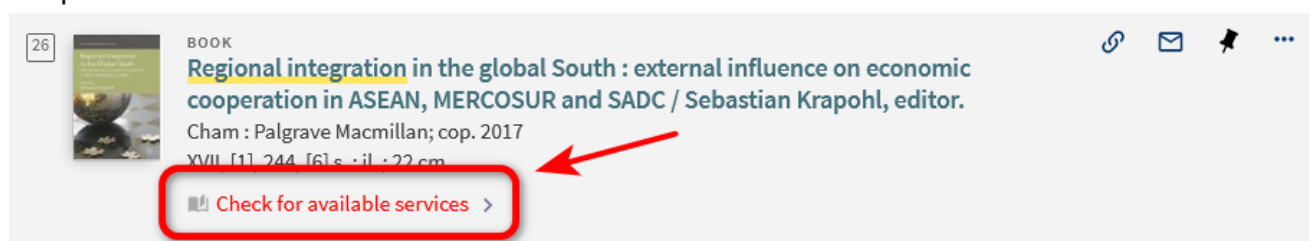

7.   Purchase Suggestions

Any user logged in PRIMO may make a „Purchase Suggestions". There are two options for suggesting new purchases:

1. If searched record can not be found in "Library Catalog", You can try to "Search in all bases"

    From the publication record level:

If you search for an item in Primo and it is not currently available, „Check for available services" link appears on display. After clicking the link you are redirected to the „Purchase Request" form.
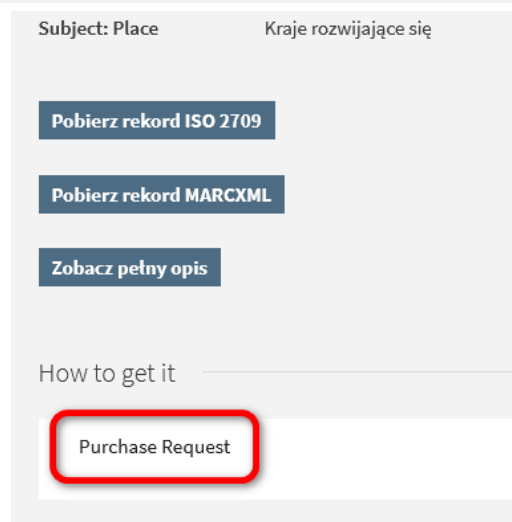

OR

You may display the whole bibliographic description and the „Purchase Request" is underneath.

The „Purchase Request" link opens a **form already filled with bibliographic data** (which may be modified and accompanied by a note). As you send the request, it will be reviewed by the Library as an indication of the need to add this publication to its holdings.

Citation Type ● Book ○ Journal

Material Type ○ Electronic ● Physical

Choose Type:
Book ▾

Title
Regional integration in the glo

Author

Edition

ISBN
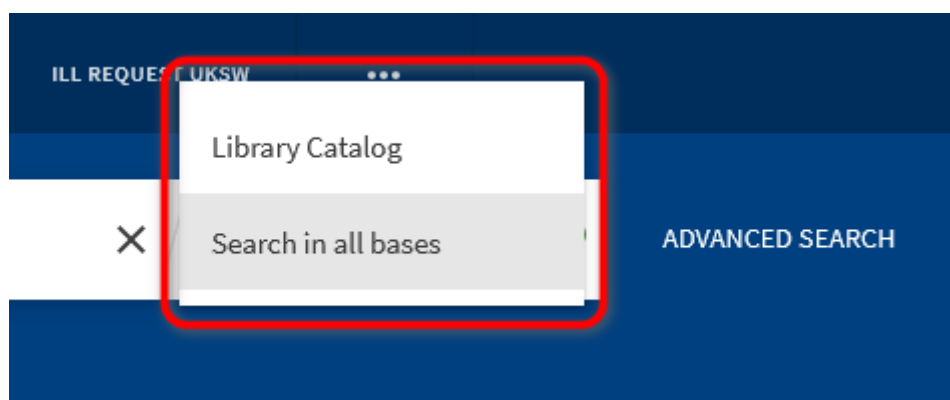9783319388946

Publisher
Cham : Palgrave Macmillan

Publication year
cop. 2017

Place of Publication
Cham :
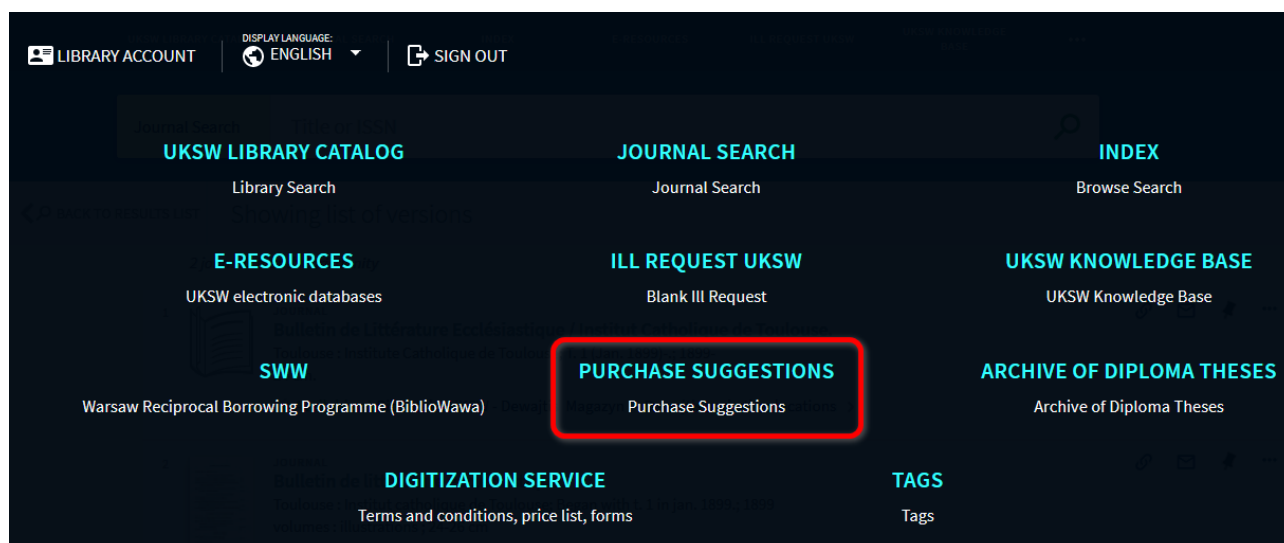
Requester Note

↻ RESET FORM

➤ SEND REQUEST

2. Searched title **is not available during search in the "Library Catalog" and the "(…) all bases"**.

ILL REQUEST UKSW •••

Library Catalog

✕ Search in all bases

ADVANCED SEARCH

Click on the ellipsis at the top of the Primo search page. The menu will display all options - select „Purchase Suggestions" to open, **fill in a form manually** and submit.

8. Book Renewal

Renewal is an extension of the deadline for returning borrowed books. It is only possible if the item **has not been booked** by another user.

Regardless of the reader's privileges, the total loan period may not exceed the sum of the days of the statutory loan and the 30-day renewal period. The renewal is available 7 days before the designated return date and is allowed until the day before the deadline. The first renewal in the library system may last 30 days. Another renewal is allowed according to the information from the library system on the library account, depending on the date of the first renewal. The sum of renewal days cannot exceed 37 days.

In special cases, you can obtain an extension by contacting the Lending Room by e-mail. The reader should provide the librarian with his/her surname, first name and UKSW ID from USOSWeb. A reader applying for an renewal by e-mail should receive a reply to his letter containing the applicable deadlines for returning the books. **Sending a request to the Library for an extension of the loan period for books does not constitute a renewal.**

Note: Please be aware that you cannot renew overdue items. Any overdue item on your account also unables placing a new book request.

To renew a book, in your library account go to **'My Loans'** section. Then select an item you wish to renew from the list of loans.

Book renewal is not always possible. A notice 'NOT RENEWABLE' will appear in two cases: if an item has been requested by another reader or if there are any overdue loans resulting in blocked account.