



AVONDALE
LIBRARIES

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How to search in

Primo

Discover how to use Primo Search to its full potential

Advance Search help

[Open Avondale Libraries Primo Search](#)

This document can be found [here](#)

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End User Help – New UI

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Performing Basic Searches

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You can search very easily in Primo. Just type one or more words that you are looking for and click the **Search** button. If you enter multiple words, Primo will return results that contain all of the specified terms.

Once you are familiar with the basic Primo search, you might want to try doing more with the Search panel or use the Advanced Search option (see [Performing Advanced Searches](#)). Both of these options offer numerous features for making your searches more precise and enable you to get results that are more useful.

Note

You may search for titles using ISBNs and ISSNs with or without hyphens. If you are not getting expected results with hyphens, please try your search again without hyphens.

How Can I Do More with the Search Panel?

You can do more than just a simple search with the Search panel by placing the following operators between words or phrases: **AND**, **OR**, and **NOT**. Searches with multiple operators are processed in the following order, from left to right:

1. **()** – Parentheses allow you to group search terms and alter the order of precedence. For more information, see [Grouping Terms Within a Query](#).
2. **AND** and **NOT** – left-to-right precedence is used in case of multiple operators.
3. **OR** – left-to-right precedence is used in case of multiple operators.

Although operators provide greater control over the search, the full search string is no longer treated as a phrase and search enhancements (such as inflection of a phrase based on correlation statistics) will not be applied to the query. For example, the following queries are treated differently even though they appear to be identical:

- **honey bee communication** – Primo treats the entire query as a phrase and returns results in which all of the words may be closer together.
- **honey bee AND communication** – Primo treats **honey bee** and **communication** as separate phrases and returns results in which both phrases may not be as close together.

For information on specifying exact phrases, see [Searching for a Phrase](#).

Note

- Primo assumes that you are searching for all of the words unless you type **OR** or **NOT** between words and phrases.
 - For right-to-left languages (such as Hebrew), the precedence is right-to-left.
 - Searches are not case-sensitive.
-

To become familiar with the operators and get the best results from your searches, refer to the following sections:

- [Searching for a Phrase](#)
- [Searching for Any Specified Words or Phrases](#)
- [Excluding Words or Phrases](#)
- [Searching Using Wildcard Characters](#)
- [Grouping Terms Within a Query](#)
- [Selecting Your Search Scope](#)
- [Using the Primo Central Search Scope](#)

Searching for a Phrase

To search for an exact phrase, type quotation marks around the phrase. You can combine both words and phrases in your search.

Note

- If you do not enclose the phrase with quotation marks, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.
- If a comma is used to separate words in a list, the comma must be followed by a space. Otherwise, the system will consider the comma to be part of the word and return fewer results than expected.

For example, to search for global warming as one term, type the following in the search box:



A screenshot of a search interface. It features a dark blue search bar with a white input field containing the text "global warming" in quotes. To the right of the input field are a small 'x' icon, a magnifying glass icon, and a button labeled "ADVANCED SEARCH" with a square icon.

Searching for Any Specified Words or Phrases

You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** between the words or phrases.

Note

If you search for words or phrases without specifying **OR** or **NOT**, Primo assumes that you are searching for all the specified words or phrases.

For example, to search for items with the word **Irish** or the word **Celtic**, type the following in the search box:



A screenshot of a search interface. It features a dark blue search bar with a white input field containing the text "irish OR celtic". To the right of the input field are a small 'x' icon, a magnifying glass icon, and a button labeled "ADVANCED SEARCH" with a square icon.

Note

To use Boolean operators (AND, OR, NOT) within search phrases, you must enter them in uppercase letters. Otherwise, Primo removes them and performs a simple search that includes all search phrases.

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do so, type **NOT** and then type the word or phrase to exclude.

Note

If you search for words or phrases without specifying **OR** or **NOT**, Primo assumes that you are searching for all of the specified words or phrases.

For example, to search for items with the word **Celtic** and exclude any of these items with the word **Irish**, type the following in the search box:



The image shows a search interface with a dark blue background. A white search box contains the text "celtic NOT irish". To the right of the search box is a magnifying glass icon, a close button (an 'x' in a circle), and a button labeled "[] ADVANCED SEARCH".

Note

If parentheses are not used for a query that contains multiple operators, it is recommended that you use the **NOT** operator last to ensure that results are excluded from the entire query. For example: `cycling AND safety NOT helmet`. If it is necessary to place the **NOT** operator elsewhere, make sure that you enclose the operation with parentheses. For example: `(cycling NOT safety) OR helmet`.

Searching Using Wildcard Characters

You can include the following wildcard characters in your searches:

- **?** – enter a question mark to perform a single character wildcard search. For example, type **wom?n** to search for records that contain the strings **woman**, **women**, and so forth.
 - ***** – enter an asterisk to perform a multiple character wildcard search. For example, type **cultur*** to search for records that contain strings, such as **culture**, **cultural**, and **culturally**.
-

Note

The system ignores wildcard characters placed at the beginning of search terms. For example, the system treats the search terms **?aying** and ***aying** as if you had searched for **aying**.

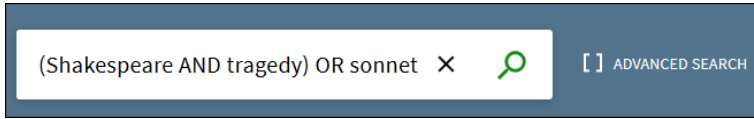
Grouping Terms Within a Query

You can use parentheses to group terms to clarify the order of multiple operators specified in a query.

Example 1: The following query searches for records that contain **Shakespeare** and either **tragedy** or **sonnet**:



When using more than one operator, it is strongly recommended to use parentheses to clarify precedence. For example, if no parentheses are specified in the above query, Primo will apply the precedence rules (see [precedence rules](#)) and instead group the words **Shakespeare** and **tragedy** as follows:



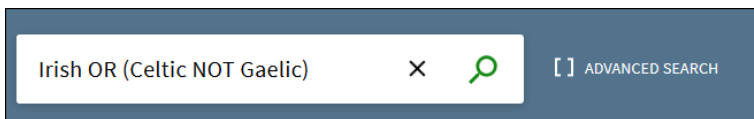
Note

After the results are returned, Primo will display the altered query in the search box so that you can decide whether to modify and re-execute your query to get expected results.

Example 2: The following query searches for records that contain either **Irish** or **Celtic** and do not contain **Gaelic**:

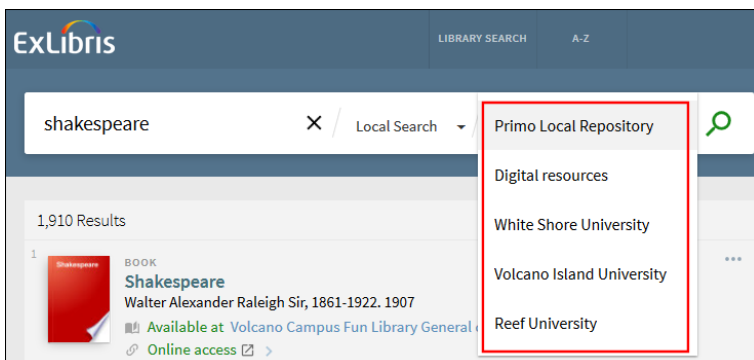


If no parentheses are specified in the above query, Primo will apply the precedence rules and instead group the words **Celtic** and **Gaelic** as follows:



Selecting Your Search Scope

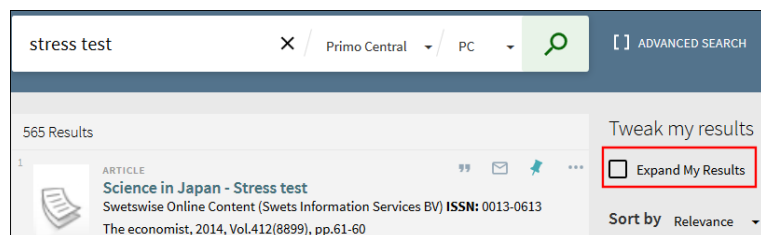
The search scope defines where the system should perform the search. A default search scope is predefined based on your login, usually corresponding to your major field of study or some other criteria set up by the institution. However, you can change the scope of your search by selecting a search scope from the drop-down list as shown in the following example.



Using the Primo Central Search Scope

Primo Central is a centralized search index that encompasses tens of millions of records of global or regional significance that are harvested from primary and secondary publishers and aggregators. To search from these resources, select the **Primo Central** search scope or a search scope that includes it.

If you want to receive results for Primo Central items that do not contain full text, select the Expand beyond library collections check box.



Search Limits

The system will display a message and provide suggestions when the following limits are exceeded:

- The query contains more than 30 boolean operators.
- The query contains more than 8 question marks.
- The query contains more than 8 asterisks and the word length is greater than 2 (such as **abb*** or **ab*c**).
- The query contains more than 4 asterisks and the word length is less than 3 (such as **ab***).
- The entire query consists of a single letter and an asterisk (such as **a***).

Performing Advanced Searches

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The Advanced Search page allows you to specify additional lines of criteria, which are not available with the Simple Search (see [Performing Basic Searches](#)). In addition, it allows you to specify filters prior to executing the query.

The screenshot displays the ExLibris Advanced Search interface. At the top, there are radio buttons for 'Local Search' (selected), 'Remote Search', and 'Primo Central'. To the right, there is a 'Search Scope' dropdown menu set to 'Primo Local Repository'. Below this, there are search filters for 'Material Type' (set to 'All items'), 'Language' (set to 'Any language'), and 'Publication Date' (set to 'Any year'). The main search area consists of two lines. The first line has a 'Field Selector' dropdown set to 'Any field', an operator dropdown set to 'contains', and a search box. The second line has an operator dropdown set to 'AND', a 'Field Selector' dropdown set to 'Any field', an operator dropdown set to 'contains', and a search box. A '+ ADD A NEW LINE' button is located below the second line. A 'Filters' button is located at the bottom right of the search area. Red arrows point to the 'Field Selector', 'Search Tabs', 'Operator', 'Search Type', and 'Search Box' components.

Advanced Search Options

The Advanced Search page contains the following components and options:

- Search for – If provided, search tabs allow you to search within a specific category of materials (such as materials that belong to your institution, course reserves, or any additional repositories that are supported by the library). Whether search tabs are provided or not, you can also limit your search results by specifying search scopes and filters.
- Search Scope – Search scopes allow you to narrow search results further by specifying subcategories that may further limit the scope of searches to a campus, library, or additional search indexes (such as Primo Central).
- Add a New Line – Advanced searches allow you to include a maximum of seven search criteria lines, which contain the following parameters: operator, field selector, search type, and search box.
- Field selector – For each search line, this parameter allows you to narrow the search to all search fields or a particular field (such as title and subject).
- Search type – For each search line, this parameter indicates whether the phrases in your query are treated as phrases or exact phrases. The following values are valid:

Note

If your query includes operators that separate phrases in which one or both of the phrases contain multiple words, Primo will use parentheses to group the words in each multiple-word phrase. For example, Primo will convert the query **Donald Duck OR Disney** to **(Donald Duck) OR Disney** to distinguish it from the following query: **Donald (Duck OR Disney)**.

-
- **is (exact)** – Returns results that contain phrases that exactly match the phrases specified in the query.
 - **contains** – Returns results that contain all words in the phrase, but the words may be in a different order and may not be as close together.
 - **starts with** – Returns results that contain words that start with the specified string.

Note

Because left-anchored searches are permitted with title searches only, the **Field Selector** parameter will display **Title** when **starts with** is selected.

- Operators – As with basic searches, you can include the following operators between words and phrases in each search line: **AND**, **OR**, and **NOT**. In addition, the **Operator** drop-down list allows you to select the operation that is used between search lines. For more information on operator precedence, see [Precedence Rules](#).
- Search box – For each search line, enter the search query text, which may include words, phrases, and operators (**AND**, **OR**, and **NOT**).
- Filters – Filters allow you to narrow your results to specific metadata (such as a material type or date range). In the search results, you can include and exclude facets to filter your results further.

In the following example, matching records must contain either the words **Donald** and **Duck** or the words **Mickey** and **Mouse** in the title, and the subject of the records must not have the exact phrase **Amusement Parks**. From the matching records, only the English articles are displayed in the results.

The screenshot shows a search interface with the following elements:

- Search for: Local Search Remote Search Primo Central
- Search Scope: Primo Local Repository
- Operator: I SIMPLE SEARCH
- Search Line 1: Title contains (Donal Duck) OR (Mickey Mouse)
- Search Line 2: NOT Subject is (exact) Amusement Parks
- Filters: Material Type (Articles), Language (English), Publication Date (Any year)
- Buttons: + ADD A NEW LINE, CLEAR
- Summary: Title contains (Donal Duck) OR (Mickey Mouse) NOT Subject is (exact) Amusement Parks
- SEARCH button

Advanced Search Example with Operators

Using Browse

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The Browse search allows you to browse library material (local material only) in order to find information of relevance quickly. You can browse material by author, title, and subject. In the results, you can click an underlined entry to see its associated records. It is also possible to browse by call number, which returns a list of associated records in brief format. Clicking a title displays its full record.

The screenshot shows the ExLibris interface with the 'BROWSE' tab selected. A search bar contains 'bankruptcy' and a search icon. Below the search bar is a list of results with the following data:

Subject	Number of records
Bankruptcy	5 records
Bankruptcy -- European Union countries	1 record
Bankruptcy -- Periodicals	1 record
Bankruptcy -- United States	2 records
Bankruptcy -- United States -- Periodicals	3 records
Bankruptcy -- United States -- Periodicals	6 records
Banks and banking -- Acquisitions and mergers	1 record
Banks and banking -- Automation -- Periodicals	2 records
Banks and banking -- Branch banking	1 record

Example Browse Results by Subject

To access Browse, click the **Browse** link at the top of the page, as shown below.

The screenshot shows the ExLibris navigation menu with the following items: LIBRARY SEARCH, TAGS, JOURNAL SEARCH, CURRENT, FETCH ITEM, and BROWSE. The 'BROWSE' link is highlighted with a red box.

Browse Search Link

Your Space in Primo

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This section contains topics associated with your personal space and settings in Primo.

Why Should I Sign In?

When you sign into Primo, you are able to do the following:

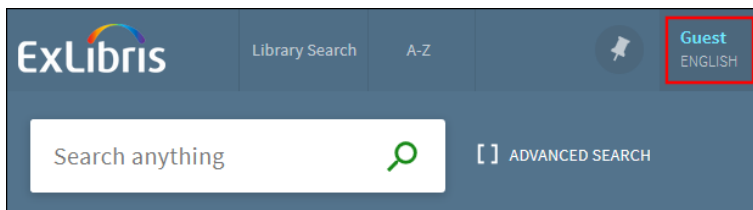
- **Set preferences for your current and future sessions.** You can set your preferences so that they reflect the way you usually search, and save them for future sessions.
- **Add items you found permanently to your Favorites.** You can save items for future use.
- **Access external licensed resources.** The institution offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources.
- **Use library services.** You can benefit from library services such as requesting or recalling items.

Why Should I Sign Out?

You should sign out of Primo so that your searches remain private and your personal settings and favorites are not tampered with by anyone else.

My Library Card

My Library Card enables you to view the contents of your library card and perform library services, such as renewing a book or canceling a request. In addition, it lets you define your personal Primo settings. To access My Library Card, place your cursor over the **Sign-In** area at the top of any page to display the **My Library Card** link.



My Library Card Link

Personal Settings

You can tailor the Primo user interface so that it reflects the way you usually search. For example, you can specify the default language, the maximum numbers of search results per page, your default e-mail address, and your cell phone number. To set your preferences, click the **Personal Details** tab on the My Library Card page.

The screenshot shows the ExLibris user interface. At the top left is the ExLibris logo. To its right are links for 'Library Search' and 'A-Z'. Further right is a user profile icon and the text 'Tami ENGLISH'. Below this is a navigation bar with tabs: 'OVERVIEW', 'LOANS', 'REQUESTS', 'FINE + FEES', 'BLOCKS + MESSAGES', and 'PERSONAL DETAILS'. The 'PERSONAL DETAILS' tab is highlighted with a red border. The main content area is split into two columns. The left column is titled 'Loans' and contains a glass icon and the text 'There are no loans'. The right column is titled 'Fine + fees' and shows a 'Current fines balance is -238.00'. Below this, there is a list of items: 1. Local Patron Registration (Sum Debit Sum(5.00), Fine date: 06/01/11) and 2. Loan.

Personal Details Tab

Note

To keep your settings for future sessions, you must sign in and save your preferences.

Using My Favorites

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The My Favorites page, which is accessed by clicking the My Favorites button



at the top of each page, contains the following tabs:

- **Saved Records** – This tab displays all of your saved records and allows you to manage your saved records.
- **Saved Searches** – This tab displays all of your saved searches and allows you to manage your saved searches. In addition, it lets you set up alerts and RSS feeds, which let you know when results have changed for saved searches.
- **Search History** – This tab displays all of your searches for the current session and allows you to manage your current session's searches.

Saving and Managing Records

Primo allows signed-in users to save found records for subsequent sessions. After a record has been saved, the My Favorites > Saved Records page allows users to perform the following operations on saved records: view, delete, and label. Labels allow you to group and manage similar records.

Note

For guest users, records are saved in local memory and are not retained between browser sessions.

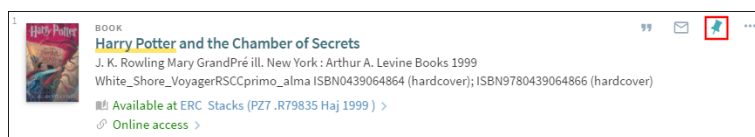
Saving a Record

To save a record:

1. Perform a search.
2. Click the Pin button



next to the item that you want to save in the search results.



The system highlights the item, changes the icon to the **Pinned** icon



, and adds the item to the My Favorites page.

Note

You must sign in to save items for future sessions.

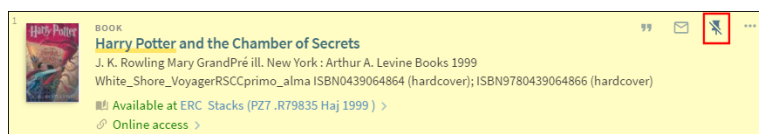
Removing a Record

To remove a record from My Favorites:

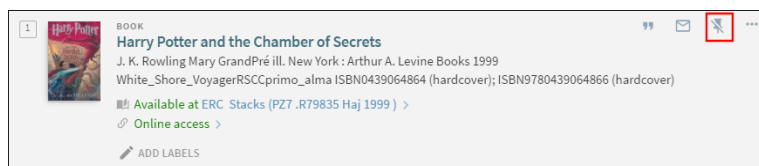
You can click the Unpin button



next to the item either in the search results or on the My Favorites > Saved Records tab.



Remove from Search Results



Remove from Saved Records Tab

Labeling a Record

Labels allow you to group records in private lists so that you can access these records as needed in the future. You may assign multiple labels to a saved record if you want to include that record in multiple lists.

To add a record to a private list:

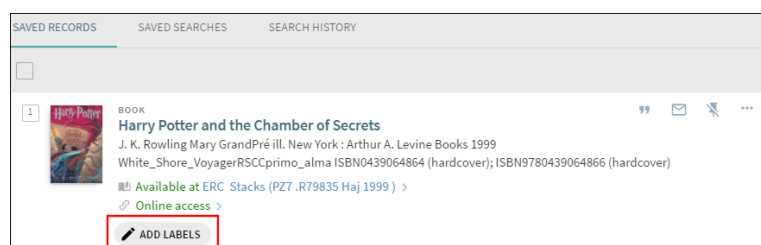
1. Click the My Favorites button



that appears at the top of each page.

2. Select the Saved Records tab (if not selected already).

3. Click the Add Label button



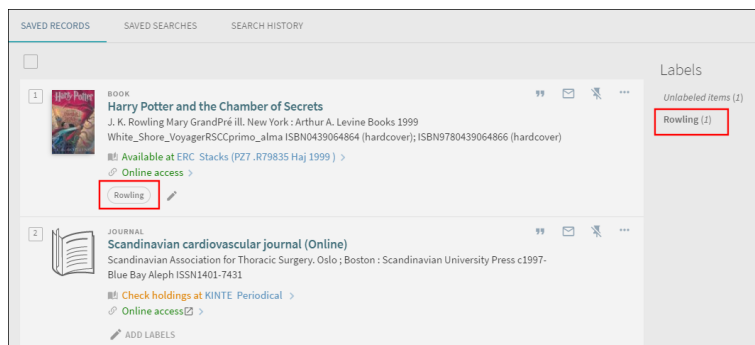
Add Label Button

4. Enter the name of the label.



Enter Label

The following figure shows an example of a label.



Example of Label

Removing a Label

To remove a label:

1. Click the My Favorites button



that appears at the top of each page.

2. Select the Saved Records tab.

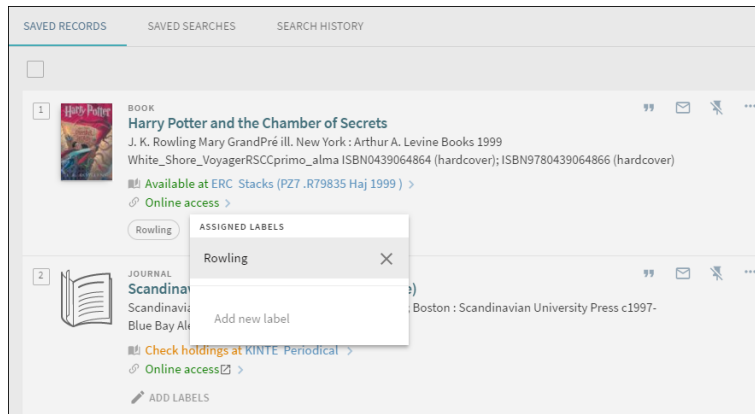
3. Click the record's Add Label button



4. Click the Delete Label button



to remove the label.



Delete Label Button

Viewing Grouped Records

To view grouped records:

1. Click the My Favorites button



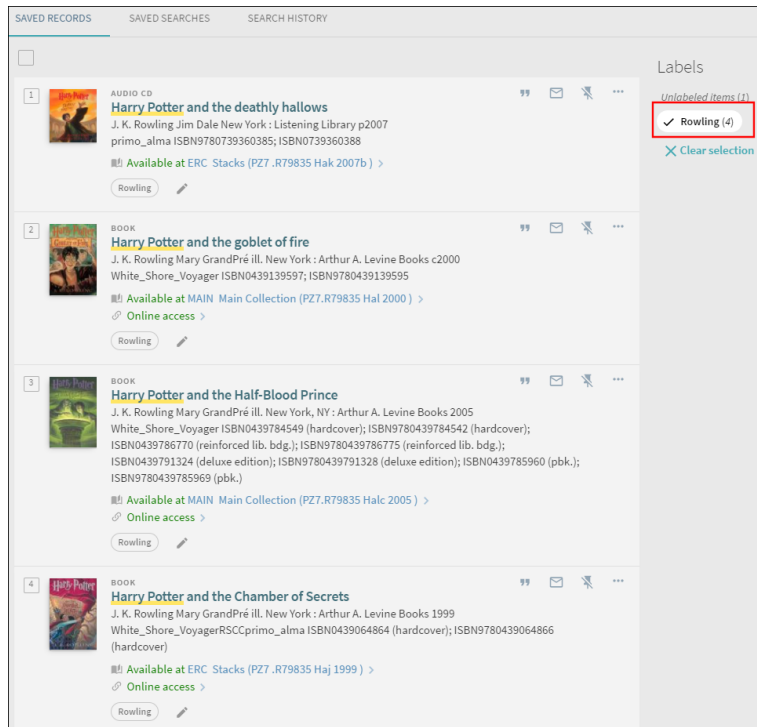
that appears at the top of each page.

2. Select the Saved Records tab.
3. In the Labels section, click the label's link to view the records that have been assigned that label.



Selecting the Label Link

The following example shows the selected label and the list of items that have been assigned that label.



Example Grouping of Saved Records

Viewing a Saved Record

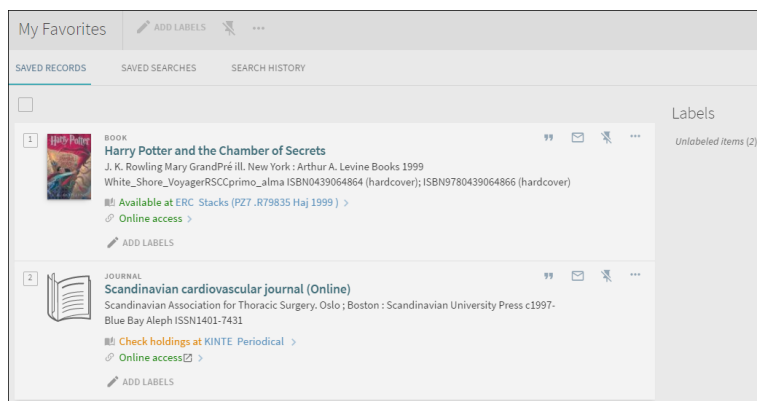
To view a saved record:

1. Click the My Favorites button



that appears at the top of each page.

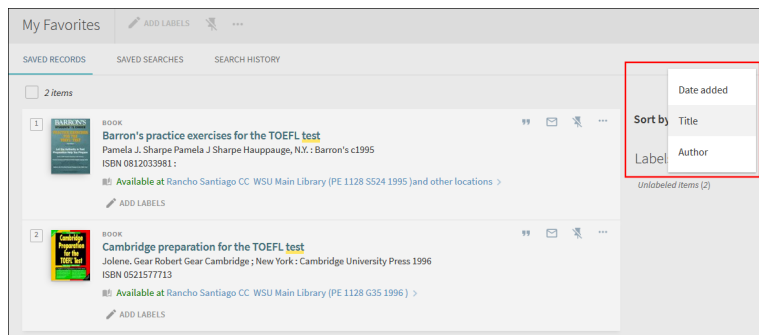
2. Select the Saved Records tab (if not selected already).
3. In the list of saved records, click the record that you want to display.



Saved Records Tab

Sorting the List of Saved Records

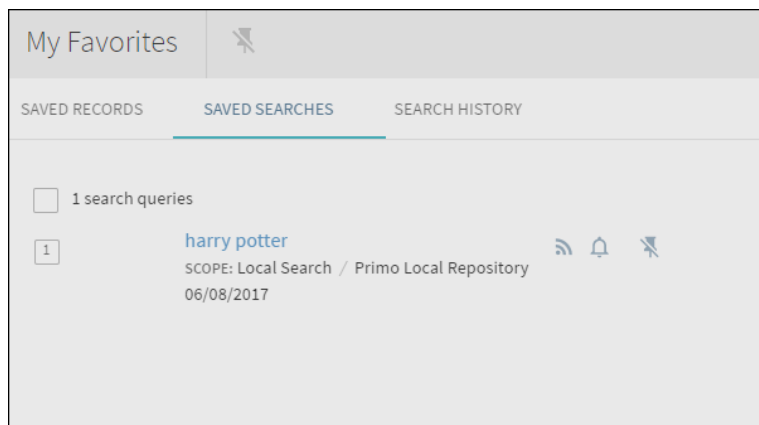
The following **Sort by** options allow users to sort their list of saved records to locate specific records: **Title**, **Author**, and **Date added**.



Saved Records - Sort Options on My Favorites Page

Saving and Managing Searches

Primo allows signed-in users to save searches between sessions and receive email alerts when there is an update to the saved search query. After a query has been saved, the My Favorites > Saved Searches page allows users to perform the following operations on saved searches: view, delete, create an RSS feed, and set/clear an alert.

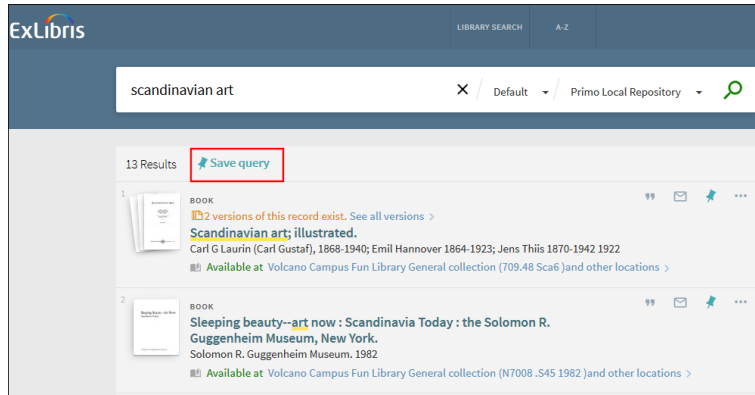


My Favorites - Saved Searches Tab

Saving a Query from the Results List

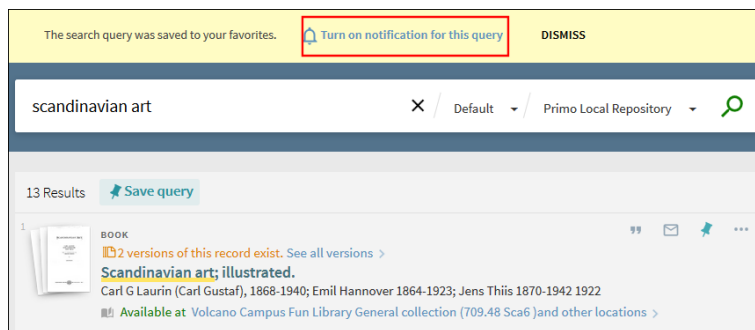
To save a query from the results list:

1. Perform a search that you want to save.
2. Click **Save Query**, which appears above the search results.



Save Query Link

In addition, you will have an opportunity to set an alert for this query by clicking the notification link that appears above the search box (see [Setting an Alert](#) for more details):



Set Alert Notification Link

Saving a Query from My Favorites

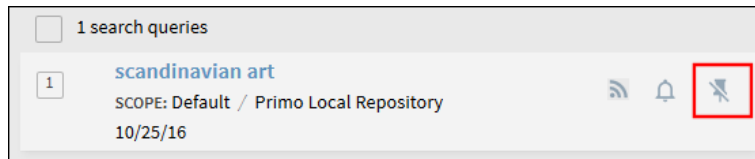
To save a query from the Search History tab:

1. Click the My Favorites button at the top of the page.
2. Select the Search History tab to display your current session's search history.
3. Click the Pin button that appears next to the query that you want to save. The record should now appear under the Saved Searches tab as well.

Deleting a Saved Query

To delete a query:

1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Unpin button that appears next to the query that you want to remove from the list.

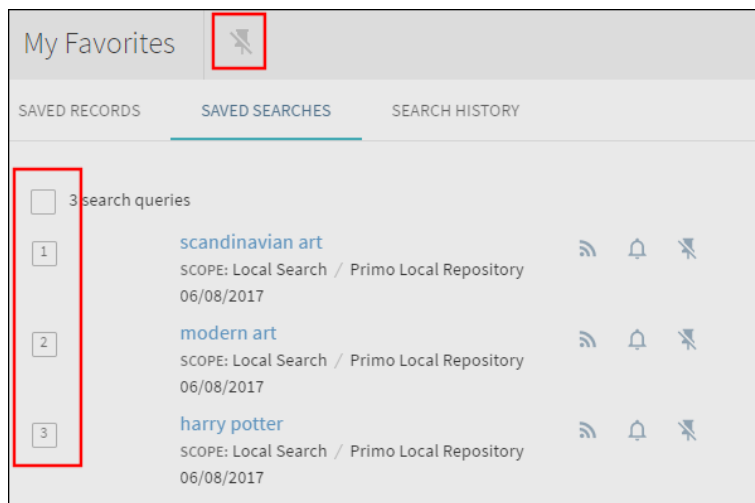


Deleting a Query

Deleting a Group of Saved Queries

To delete a group of queries:

1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Select the check boxes of the queries that you want to delete.



Select Queries to Remove

Note

To select all queries, click the check box above the list.

-
4. Click the Unpin button that appears above the list.

Saving and Managing Alerts

Primo allows signed-in users to receive email alerts when there is an update to the saved search query. After an alert has been set, the My Favorites > Saved Searches page allows users to perform the following operations on alerts: set/clear an alert and update email addresses.

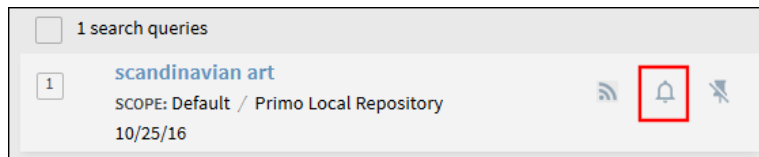
Setting an Alert

To set an alert:

1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Set Alert button

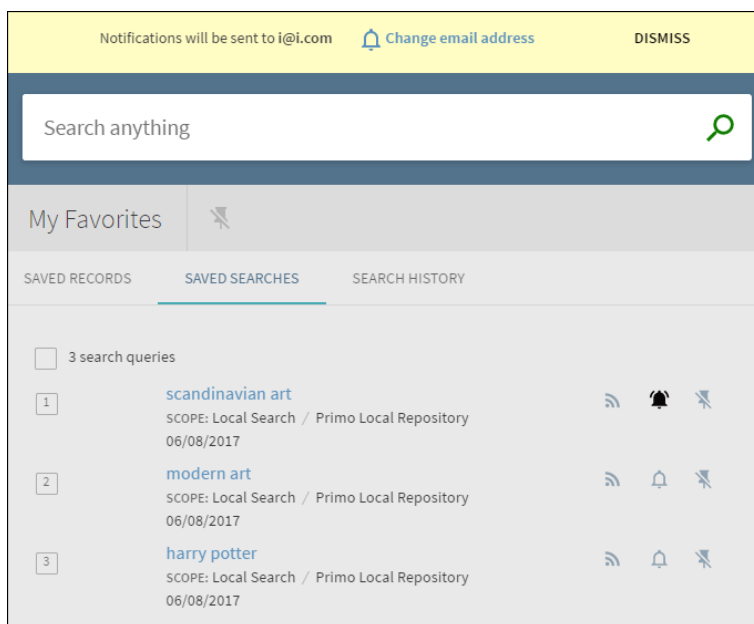


that appears next to the query to set the alert.



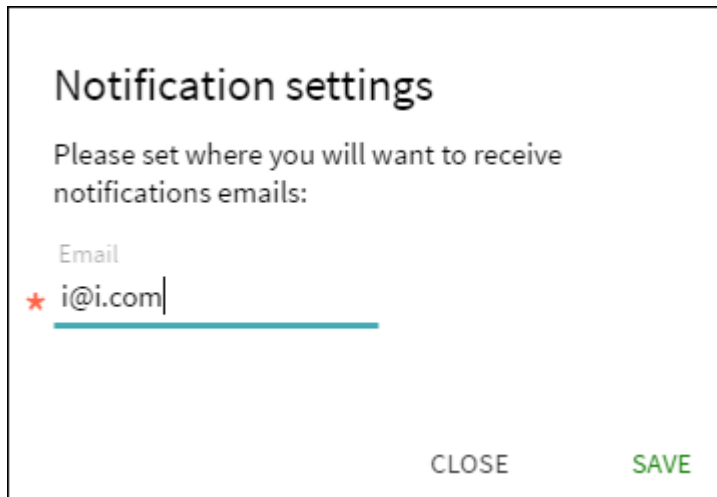
Set Alert Button

4. If necessary, update the email address to which the alert is sent. If the alert had not been previously set, the address defaults to the value stored in the user's personal settings.
 1. Click the **Change email address** link above the search box.



Change Email Address Link

2. Modify the email address and then click **SAVE**.



Notification Settings Dialog Box

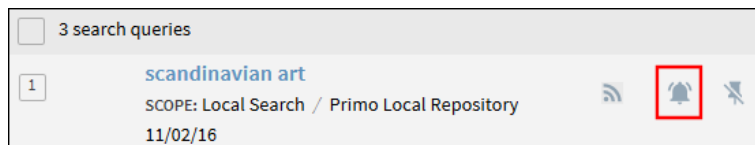
Clearing an Alert

To clear an alert:

1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Clear Alert button



that appears next to the query to clear the alert.



Clear Alert Button

Creating an RSS Feed

The Rich Site Summary (RSS) functionality allows Primo users to be informed of changes to results in their saved searches.

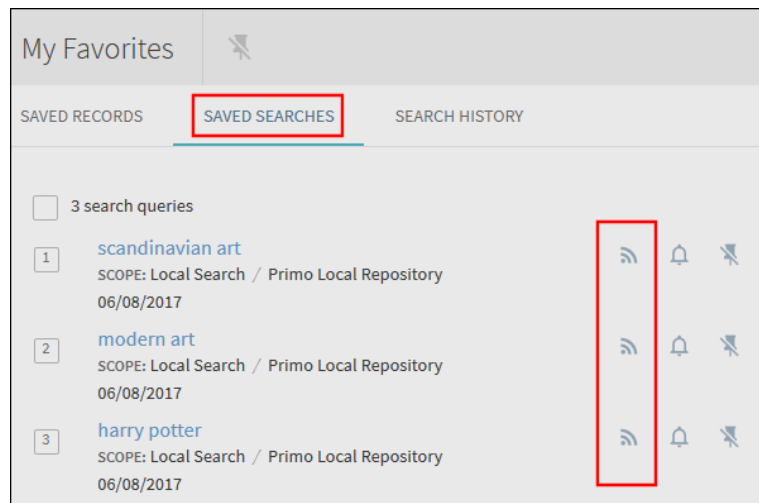
To enable RSS for a saved search:

1. Open the My Favorites page by clicking the My Favorites button



on the top menu of any page.

2. On the My Favorites page, click the **Saved Searches** tab.



RSS Selection on Saved Searches Tab

3. Click the RSS button



for the saved search that you want to monitor.

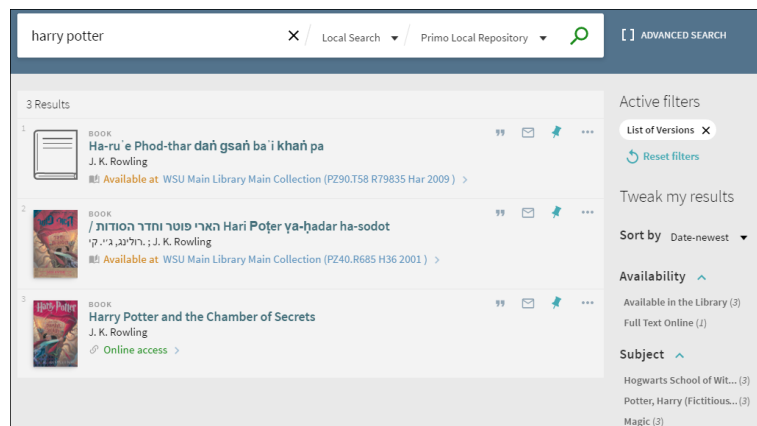
4. Subscribe to the feed if your browser has an RSS reader.

Using the Brief Results

[Return to menu](#)

The Brief Results page display all the items that match your search query. For each item, the following information displays:

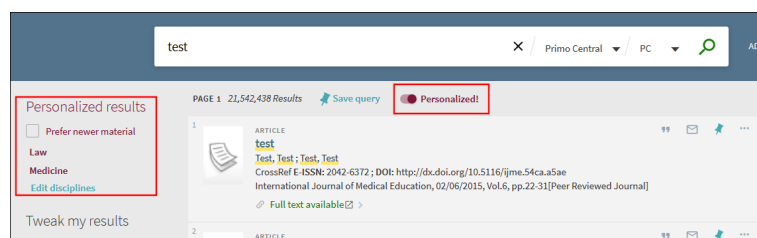
- Resource Type – the format of the item, such as book, article, journal, and so forth.
- Title – Click the title to display more information and services for the item (see [Full Display Page](#)).
- Author, creator, and date – the item's author, creator, and publication date
- Availability status – Click this link to display more information and services (such as requesting or viewing the item).
- Send to actions – The Send To actions allow you to perform actions on the item (such as emailing the item, creating a citation for the item, and so forth).
- Facets – The facets on the right side of the page allow you to filter your results by categories (such resource type and date) and to specify a type of sort.



Brief Results

Personalizing the Results

Personalized settings allow users to boost the rankings of electronic records that match their preferred disciplines.



Personalized Results Enabled in the New UI

The Personalized results section lists the active preferences and allows users to remove selected disciplines, edit selected disciplines, and give preference to newer material.

Setting the Personalized Results Preferences

The Personalize the Results dialog box allows users to set their discipline preferences, which are retained during the session for guests and unsigned users and between sessions for signed-in users.

Personalize the results

You can help us provide you with better result matches by focusing the search on your preferred disciplines. Please select up to 5 disciplines.

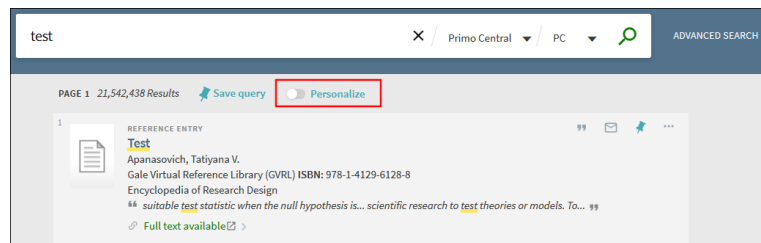
<input type="checkbox"/> Agriculture & Forestry	<input type="checkbox"/> Nursing
<input type="checkbox"/> Arts & Humanities	<input type="checkbox"/> Psychology
<input type="checkbox"/> History & Archaeology	<input type="checkbox"/> Sciences
<input type="checkbox"/> Languages & Literature	<input type="checkbox"/> Biology
<input type="checkbox"/> Philosophy & Religion	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Business & Economics	<input type="checkbox"/> Earth Sciences
<input type="checkbox"/> Engineering	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics
<input type="checkbox"/> Materials Science	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Law	<input type="checkbox"/> Anthropology
<input type="checkbox"/> Library & Information Science	<input type="checkbox"/> Education
<input type="checkbox"/> Medicine	<input type="checkbox"/> Geography
<input type="checkbox"/> Diet & Clinical Nutrition	<input type="checkbox"/> Journalism & Communications
<input type="checkbox"/> Pharmacy, Therapeutics & Pharmacology	<input type="checkbox"/> Political Sciences
	<input type="checkbox"/> Public Health
	<input type="checkbox"/> Sociology
	<input type="checkbox"/> Statistics
	<input type="checkbox"/> Veterinary Medicine

CANCEL PERSONALIZE IT!

Personalize the Results Dialog Box

To enable personalized settings:

1. Perform a search within a search scope that includes Primo Central records.

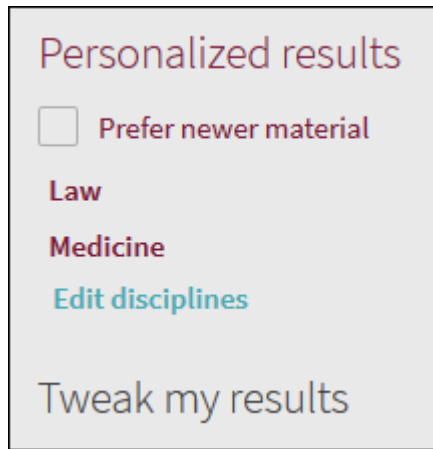


Enable Personalized Results

2. Click the **Personalize** button that appears above the list of results.
3. In the Personalize the results dialog box, select up to five disciplines.
4. Click **PERSONALIZE IT**.

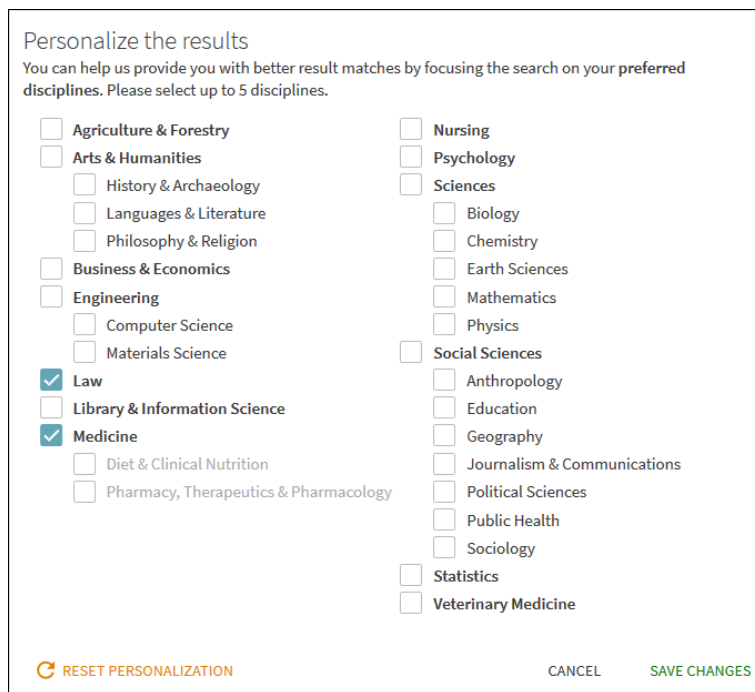
To edit personalized settings in the new UI:

1. Perform a search within a search scope that includes Primo Central records to display the Personalized results section.



Personalized Results Section

2. If you want to give preference to newer records, select the **Prefer new material** check box.
3. Click **Edit** in the Personalize the results section to open the Personalize the results dialog box.



Personalize the Results Dialog Box

4. In the Personalize the results dialog box, select up to five disciplines.
5. Click **SAVE CHANGES**.

Filtering the Results

The Tweak my results section, which may appear on either the right or left side of the Brief Results page, contains a list of categories, which are referred to as facets. By including and excluding these facets (such as date, author, record type, and so forth), you can narrow the search results to get the results you are seeking.

Including and Excluding Multiple Facets

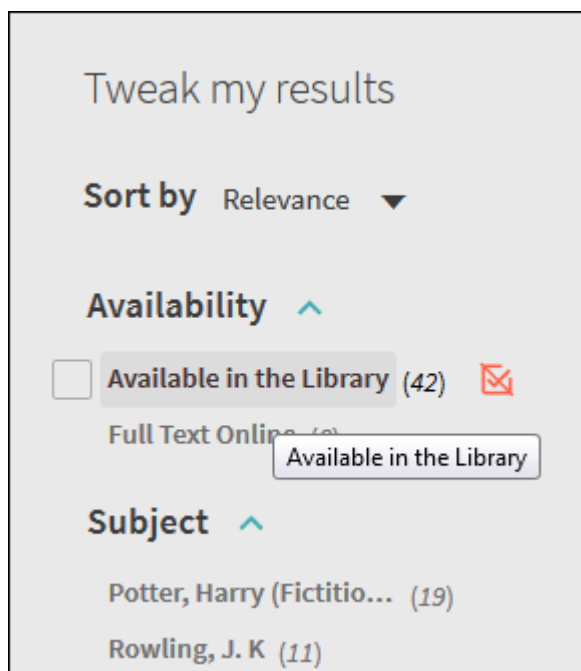
When facets are added one at a time, the system returns the remaining results that match the selected facet value. You can specify more complex filtering if you select multiple facets and then apply them to the results at the same time. For example, if you select Subject facet values **Agriculture** and **Botany** and Resource Type facet values **Book** and **Other**, the system returns results that include all records that match the following criteria:

- The records must contain either **Agriculture** or **Botany** subjects.
- And the records must be either **Book** or **Other** resource types.




If you had selected these facet values separately, the resulting records would have to contain all of these facet values.

To include/exclude multiple facets at a time:

1. Perform a search.

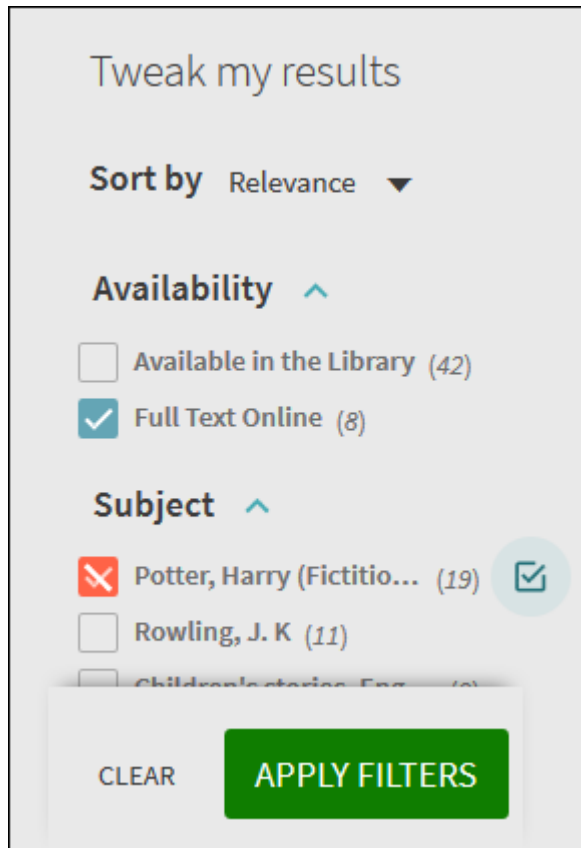


Tweak My Results Section on the Brief Results Page

2. For each facet that you want to include and exclude, hover over the facet in the Tweak my results section of the UI and then perform one of the following actions:
 - Include facet – Select the check box on the left side of the facet. If you want to include a facet that has already been marked for exclusion, click the  button on the right side of the facet.
 - Exclude facet – If you have already included a facet, click the  button on the right side of the facet to mark it for exclusion. If you have not already marked a facet for exclusion or inclusion, you must first select the facet's check box and then click the .

button on the right side of the facet. Otherwise, a single facet will be excluded immediately.

3. Click **Apply Filters** to filter your results. The selected facets will appear in the Active filters section.



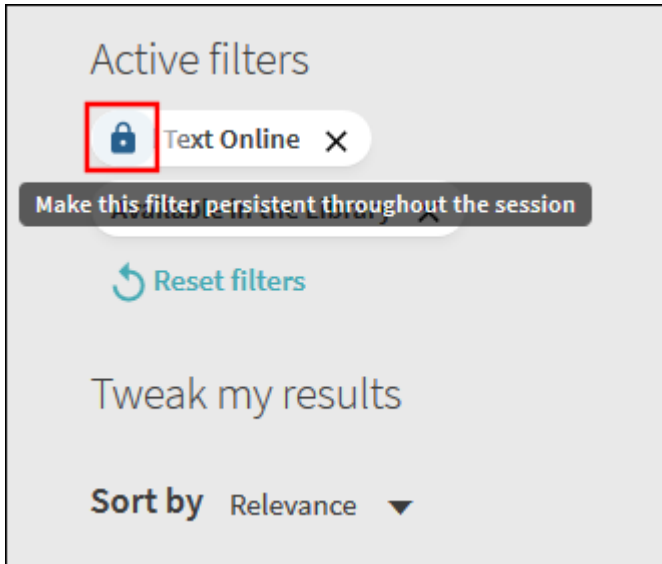
Active Filters Section

Adding Persistent Facets

When performing many similar types of searches, you may want to retain your filters for subsequent searches within a session.

To make a facet persistent, hover the cursor over the facet in the Active filters section and then click the facet's padlock



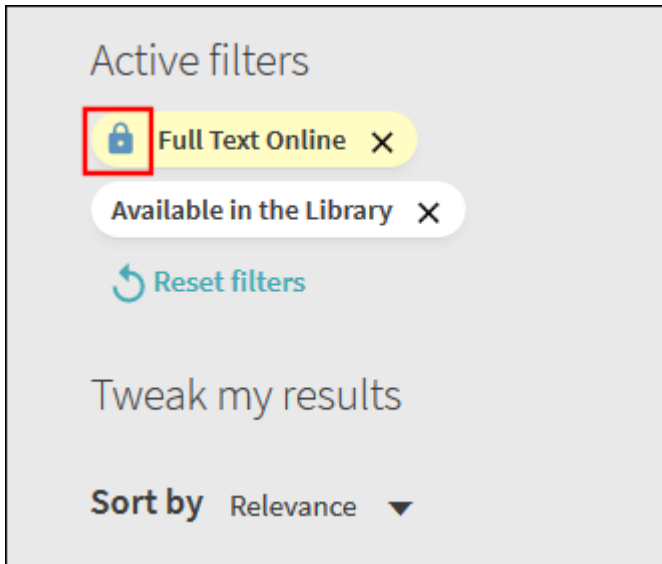


Add Sticky Facet

To remove a facet's persistence, click the facet's padlock



or delete the facet.

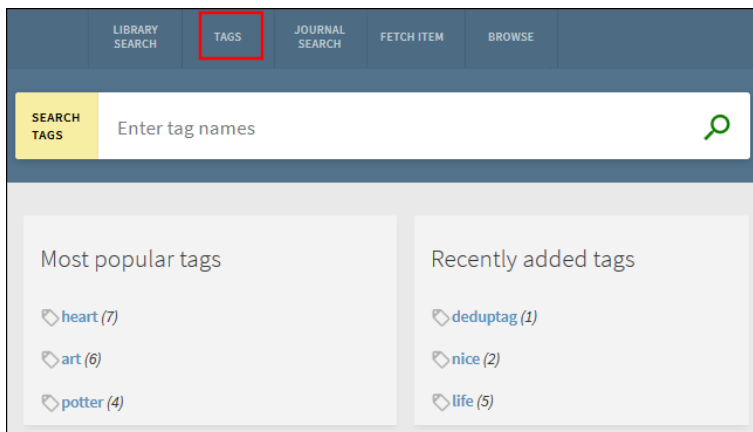


Remove Sticky Facet

Tagging Search Results

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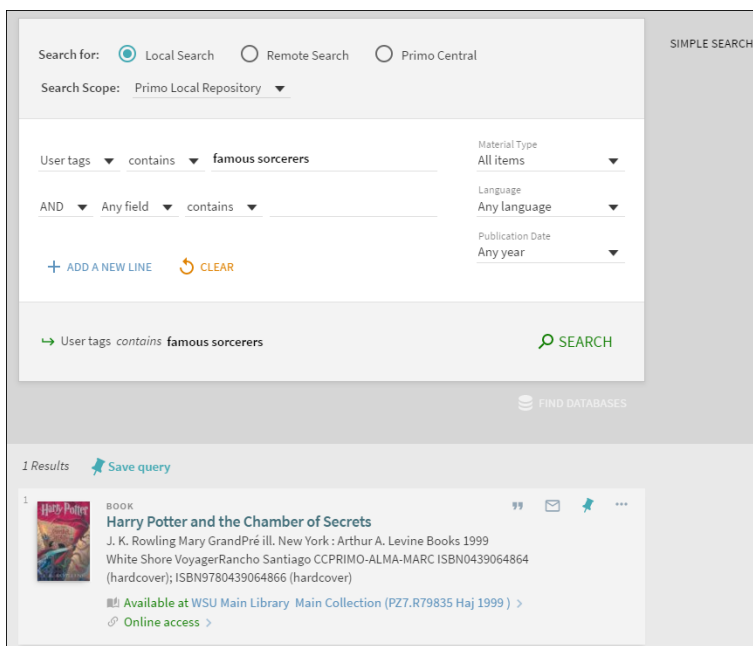
Tags are words or phrases that you can assign to items to help you organize and remember them. Because tags are shared with the community, users can see the tags that are assigned to items by other users. You can assign as many tags to an item as you want. In addition, the tags that you create and assign to items appear to all users on the Tags page.



Tags Page

From this page, users can search for tags, view the most popular and recently added tags, and display the list of records that have been tagged. The numbers in parentheses beside the tag names indicate how many records have been marked with the tag.

Clicking the tag name in the Tag results, opens the results page, which displays a filled-out Advanced Search box and the list of tagged items. Users can then modify the search to find additional records. In the following example, only a single record had been tagged:



Results List for a Tag

Adding a Tag to an Item

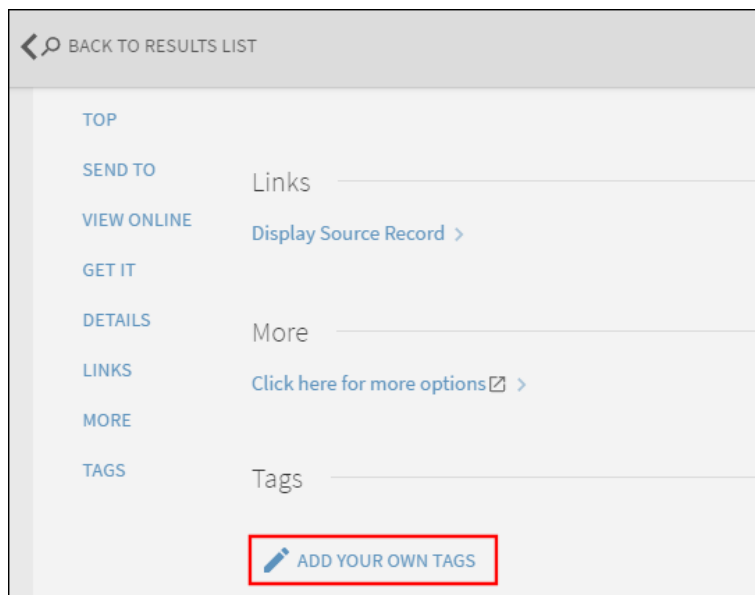
All users can view tags and their lists, but only signed-in users can create tags.

Note

After an item is tagged, it will be searchable via the tag in approximately 10 minutes.

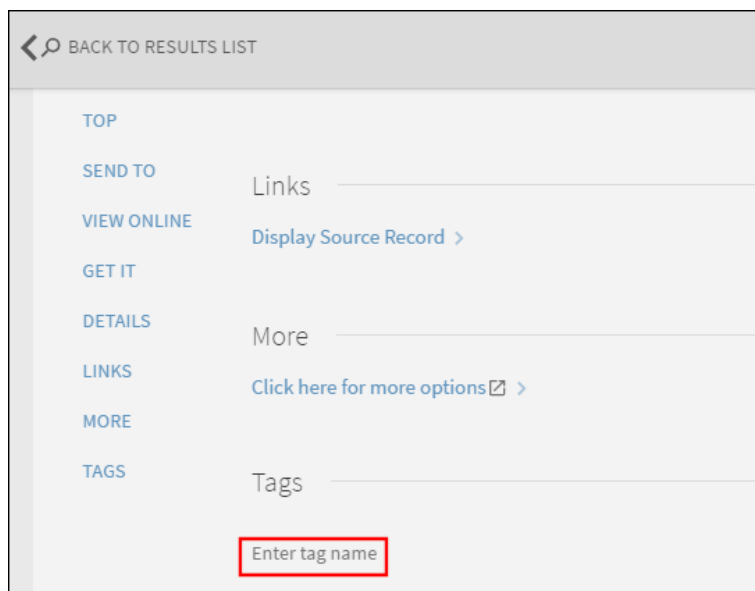
To add a tag:

1. Perform a search for a record.
2. Open the record's full display page.



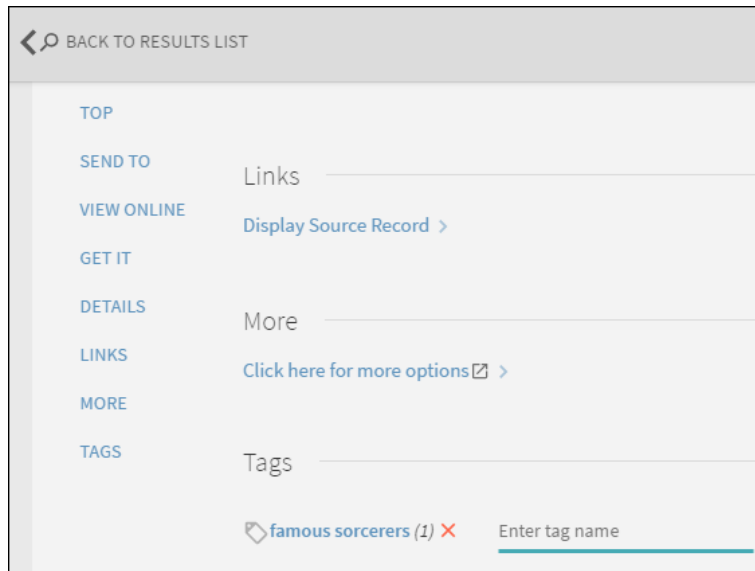
Tags Section on Full Display Page

3. In the Tags section, click **ADD YOUR OWN TAGS**.



Enter Tag Name

4. Type the name of the tag on the line and press **[RETURN]**.



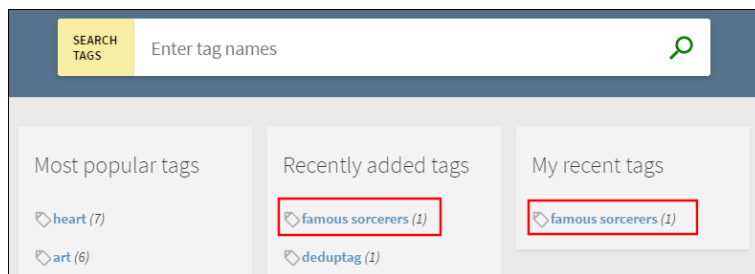
New Tag Added

Deleting a Tag from an Item

Users can delete only their own tags.

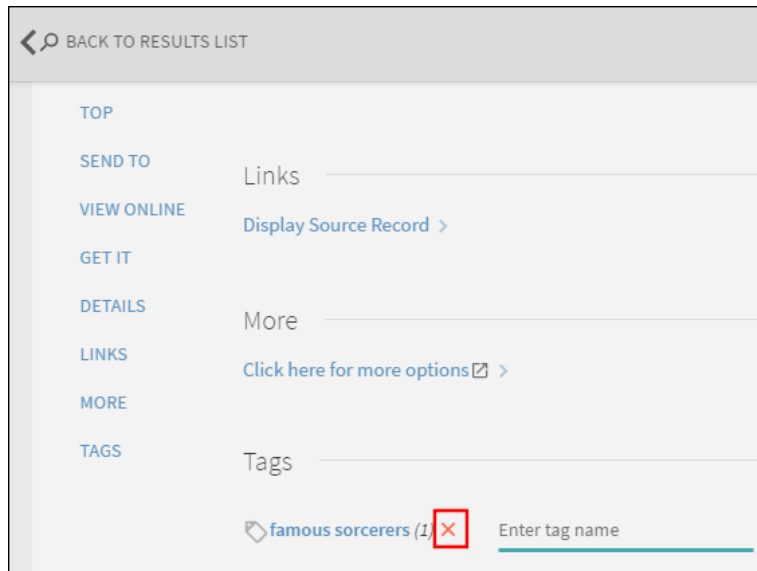
To delete a tag:

1. On the Tags page, click the tag that you want to edit.



Find Tag to Delete

2. On the results page, open the record's full display.



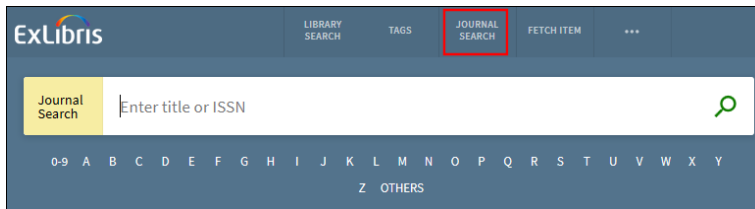
Delete Record's Tag

3. In the Tags section, click the **X** next to the tag that you want to remove.

Searching Journals in Alma

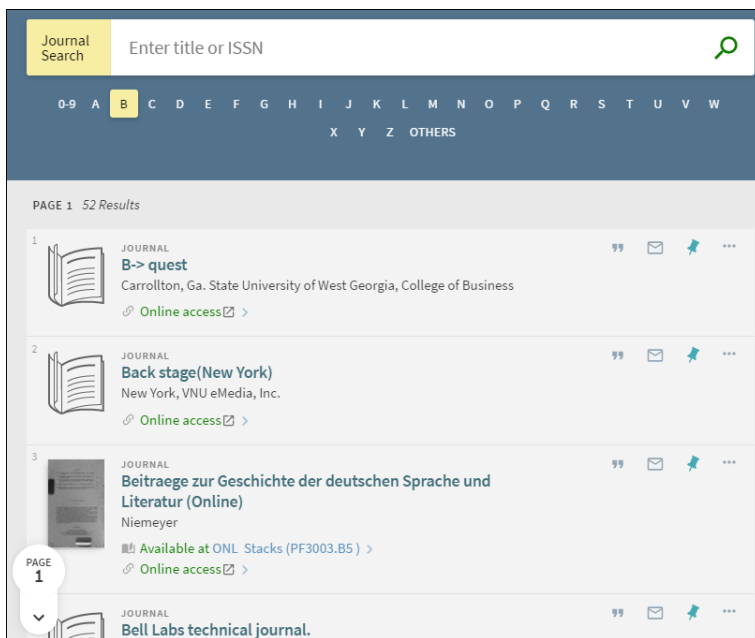
[Return to menu](#)

Alma Journal Search, which is also known as the A-Z List in the classic Primo UI, allows users to search for journals by title or ISSN or to browse for journals that start with either any number (0-9), a specific letter (A-Z), or all other non-Latin characters (OTHERS).



Alma Journal Search

The number of results per page is 20 (not configurable), and each result contains the following information: resource type, thumbnail, title, publisher, date, availability, and actions (such as Citation and Email).



Journal Search Results Page

Using Fetch Item

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Fetch Item does not search for records in the same way as a regular Primo search, which may return many results. Instead, it allows you to specify metadata (such as a title, ISBN, ISSN, and so forth) for a specific book, article, or journal to retrieve the item's available services (such as full text or ILL). Because the link resolver returns services based on its own information, it may also return services that are not indexed in your institution's catalog. In addition, the link resolver may offer other services (such as to purchase or request items that your library does not hold).

The Fetch Item page provides a tab for books, journals, and articles so that you can specify search criteria (such as volume, author, and so forth) for the selected citation type.

The screenshot shows the ExLibris interface with the 'FETCH ITEM' tab selected. The page title is 'Fetch item (Citation Linker)'. Below the title, there is a brief instruction: 'Find a specific journal article, journal or book by citation information. For best results, include a title, ISSN, ISBN, DOI or PMID.' There are three radio buttons for selecting the citation type: 'Article' (selected), 'Book', and 'Journal'. Below this, there are several input fields for citation information, arranged in two columns. The left column includes fields for 'Article Title', 'Year' (with a dropdown arrow), 'Volume', 'Start Page', 'ISSN', 'Author Last Name', and 'Publisher'. The right column includes fields for 'Journal Title', 'Issue', 'End Page', 'DOI', 'Author First Name', and 'Publication Date'. At the bottom left, there is a 'RESET' button with a circular arrow icon. At the bottom right, there is a green 'SUBMIT' button with a right-pointing arrow icon.

Fetch Item Page - Article Tab

Using the Full Display

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After selecting an item in the Brief Results, the record's Full Display opens to display additional information. Users can either scroll to a particular section or use the links shown on the left side of the page.

Full Display Page

Note

The bX recommendations now appear on the right side of the Full Display.

The item's information is organized by the following sections:

- **Send To** – This section allows users to perform the following actions on the selected item: email item details, create a citation, print, send to reference management service (such as RefWorks), and create a permalink.

Send To Section

- **View Online** – This section appears only if the item is available for online viewing.

View Online Section

- **Get It** – This section allows you to request physical items (such as books and audio CDs) from your institution. Depending on your institution, you may be able to request these items directly from Primo. Otherwise, this section will link to your institution to perform requests.

LINKS

Get It

REQUEST: [ILL / Acquisition Request](#)

LOCATIONS:

- Volcano Campus Internet
Available, General collection >
- Volcano Campus Internet
Available >
- Volcano Campus Internet
Available >
- Volcano (Palm) Campus Internet Resource
May be available, Internet >

OTHER INSTITUTIONS

- Reef (Kings) Campus Internet Resource
May be available, Internet >
- Reef Campus Internet Resource
May be available, Periodical >

Get It Section

Note

You may have to sign in to Primo or your institution to make a request.

- **Details** – This section displays additional details (such as the publisher and creation date) to help the user decide whether to choose this item.

Details

Title Articles

Is Part Of Science, Oct 20, 1995, Vol.270(5235), p.397

Language English

Identifier ISSN: 00368075

Source © ProQuest LLC All rights reserved 

[SHOW COLLECTIONS](#)

Details Section

- **Links** – This section displays additional links, which may allow you to view cover art, the Table of Contents, and so forth.

Links

[View record in ProQuest \(subscribers only\)](#) >

Links Section

- **More** – This section displays links to full text services for journals, such as provided by the SFX link resolver.

More

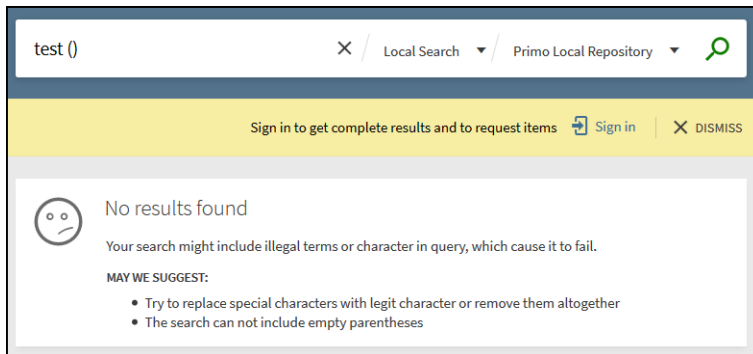
[Click here for more options](#) ↗ >

More Section

Feedback Messages

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Primo provides informational messages to indicate when system limits have been reached or when search queries are too broad or too narrow to return effective results. This feedback is meant to help users improve their search queries so that they can find materials more effectively.



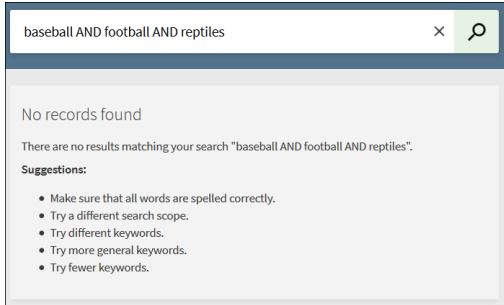
Example Feedback Message

The following table lists the types of feedback messages that the system can return.

Message	Description
<p>Limited results found.</p> <p>Due to a temporary technical problem, the result list may be incomplete. Please try again soon.</p>	<p>Because the following system issues may cause incomplete results to be returned, you may need to your search again later:</p> <ul style="list-style-type: none"> • A search engine slice is down temporarily. • Primo Central is down temporarily.
<p>Limited results found.</p> <p>Please note additional results may be available by refining your search.</p>	<p>Partial results were be returned because the use of a wildcard in the search query was too general.</p> <p>May We Suggest:</p> <ol style="list-style-type: none"> 1. Try reducing the numbers of "?" and/or "*" in your search. 2. Increase the number of letters used in wildcard words.
<p>No records found.</p>	<p>No results were found using your search query.</p> <p>Suggestions:</p>

Message	Description
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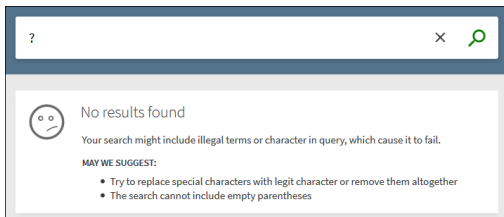
There are no results matching your search "{term}".



1. Make sure that all words are spelled correctly.
2. Try a different search scope.
3. Try different keywords.
4. Try more general keywords.
5. Try fewer keywords.

No results found.

Your search might include illegal terms or character in query, which cause it to fail.



No results may be returned because your search query contained illegal terms or characters. This is not an exhaustive list, but the following special characters may return this feedback message:

Characters	Description
?, *, ", (,), &&, (), and ;	These characters cannot be entered separately to form the entire search query. For example: &&
? and *	These characters cannot be entered separately to form an entire search term. For example: boy ? girl
? and *	These characters cannot be entered as the first character in a search term. For example: ?boy
()	Open parentheses cannot be entered anywhere in a search query. For example: function()
&&	These characters cannot be entered together without leading and trailing terms with letters. For example: boy && The following query is acceptable: boy && girl .

May We Suggest:

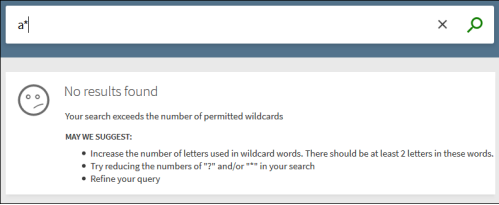
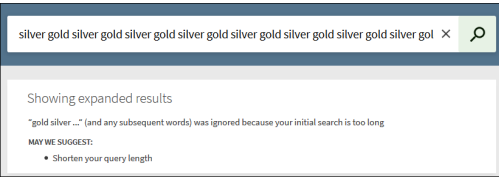
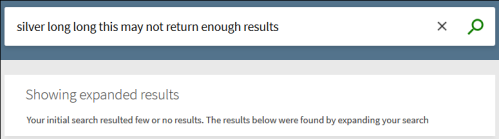
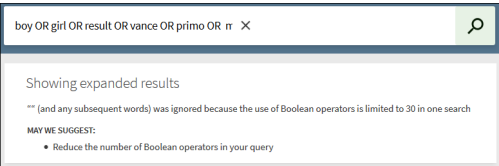
1. Try to replace special characters with legit characters or remove them altogether.
2. The search cannot include empty parentheses.

No results found.

Your search exceeds the number of permitted wildcards.

No results were returned because your search query included too many wildcard characters (such as * and ?). For information on system limits, see [Search Limits](#).

May We Suggest:

Message	Description
	<ol style="list-style-type: none"> 1. Increase the number of letters used in wildcard terms. There should be at least 2 letters in these words. 2. Try reducing the numbers of "?" and/or "*" in your search. 3. Refine your query.
<p>Showing expanded results.</p> <p>"{0}" (and any subsequent words) was ignored because your initial search is too long.</p> 	<p>Because your query was too long, the system returned partial results based on the truncation of the original search query.</p> <p>May We Suggest:</p> <p>Shorten your query length.</p>
<p>Showing expanded results.</p> <p>Your initial search resulted in few or no results. The results below were found by expanding your search.</p> 	<p>Your search query was expanded because it returned few or no results initially.</p>
<p>Showing expanded results.</p> <p>"{0}" (and any subsequent words) was ignored because the use of Boolean operators is limited to {1} in one search.</p> 	<p>Because the search query had too many boolean operators, the system returned partial results based on the truncation of the original search query. For information on system limits, see Search Limits.</p> <p>May We Suggest:</p> <p>Reduce the number of Boolean operators in your query.</p>