

# FINDING BOOKS

## OVERVIEW

Welcome. In this video we'll find out how to search the Primo library catalogue to find books. We'll be looking at search basics, finding the information we need to locate books, refining search results, and using the e-shelf to print, e-mail and export results.

## SEARCHING FOR AND LOCATING BOOKS

The Primo search box is located on the library's main web page, [library.wlu.ca](http://library.wlu.ca). Just type your search into the search box and click on Search Primo to start.

Primo searches for both articles and books. To see only the books, click on the Books + tab at the top of your search results. Now you'll see the books you found.

The status of each book is below the title. If it's available for you to use, it says Available in green, and if someone else has borrowed it it says Checked out in red.

The location is after the status. This book is at the Laurier Library, and in the WLU Book Shelves location. The WLU Book Shelves is the designation for the Waterloo Campus library. You might also see locations that say WLU Brantford or WLU Social Work which means the books are located at those libraries.

Finally, you need to know the call number, which is in brackets after the location, to locate the book on the shelf.

Some books are available online. These will say Available Online in green. You can click on the title to see the book online. If you are off campus, you'll need to log in first before you do this. Some of our online books only allow one person at a time to view them, so if you can't access it try again later.

You can find out more about the book by clicking on some of the links located under each book title.

Click on Locations and Requests for example to see all the different locations for a particular book. Primo shows books from all three Laurier libraries, along with the libraries at University of Guelph and Waterloo, so a book might be in different places. In this case, the book is also at the University of Guelph.

You can request a book from another library in Primo if it is checked out or not available at your local library. Your book will be delivered for you to pick up at your library in 1-3 days. To request a book, click on the plus sign next to the location. Click on Sign in to request, and sign in with your network login. You can choose which library you want the book delivered to. You'll be notified by e-mail when your book arrives.

Back at the book description, you can click on Details to see more information about a book. Here, you can see a listing of chapters in the book, which will tell you more about how useful it might be.

You can also see the subjects. Subjects are a description of the main topics of the book. You can click on a subject to find other books on that subject.

Sometimes you'll see an orange bar that says there are multiple versions of a book. Click on this to see all the versions. Here, we can see that there is a print version and an online version.

Once you're in Primo, you can revise your search or do another search by using the search box at the top of the results listing.

You can also search for books by library. To do this, click on the drop-down menu beside the search box that says Guelph/Laurier/Waterloo. You can select one of the libraries at Laurier: Waterloo, Brantford, or Social Work. This way you can search only for books that are available at your local library.

## REFINING SEARCH RESULTS

Next, we'll look at refining your search to find books more effectively.

Once you've done a search, you can improve your search results by using options in the left menu. Click any of the options there to limit your search results to only items that match that option.

For example, you can limit only to books that are available and not checked out by clicking on Available under Show Only. Your results will now show only books that are available.

Once you've clicked on an option in the left menu to limit your results, the limit shows up in the Refined by: bar above your results to remind you what you've done.

You can refine further by clicking on other left menu options. For example, I can limit to books published after a certain date. If you look under Publication Date, you'll see a number of ways to limit to books published after 2004. Next I'll limit only to books available at Laurier by clicking on Laurier under Library.

Remember that all my limits show up at the top in the Refined by: bar. If I change my mind, I can remove one by clicking on the x next to it. Here, I'll remove the limit by publication date. You'll see it goes away and you have more results than you did before removing the limit.

There are some other useful options for limiting your results in the left menu. The main one is Subject. Click on one of the subjects listed to see other books on that subject. Or, you can click on More Options to see other subjects and combine them. This brings up a list of all the subjects in your search. If any look useful, click to check the boxes next to them. Then click Continue, and Primo will search for books that have all the subjects you specified. Combining both these subjects gives me 6 books. Using subjects and combining them like this are good ways to focus your searches and make your results more relevant.

## SAVE, PRINT, EMAIL: USING THE E-SHELF

Finally, we'll look at using the e-shelf to save, print and e-mail book results. You can use the e-shelf feature in Primo to save your results and view them later, print or e-mail your results..

To do this, first you need to add books to your e-shelf. To add a book to your e-shelf, check the box next to the book title in the search results list. This automatically adds it to the e-shelf. I'll add two.

You can see the books you've added by clicking on the e-shelf link at the very top of the screen, above the search box. Here you'll see the books you've added. Check the box next to the ones you want, then click the e-mail or print links to print or e-mail the information about those books.

You'll see a warning that your e-shelf is only temporary unless you sign in. Click on the Sign In link and sign in using the barcode on your OneCard and your last name. This lets you keep items in your e-shelf permanently until you remove them. You can organize your records into folders and go back to them for viewing later.

## QUESTIONS & FEEDBACK

If you have questions, ask us at [library.wlu.ca/help/askus](http://library.wlu.ca/help/askus).

Let us know whether or not this video was helpful. Click on the button or go to [library.wlu.ca/videofeedback](http://library.wlu.ca/videofeedback) to give us feedback and help us improve.