

A brief guide to the Primo search engine

→ This is just a brief guide. Detailed instructions can be found in the Primo video tutorials (german language only), which are embedded in the [Primo user interface](#) as well as on the library's website.

→ You can switch the Primo interface languages by clicking on "Menü" ("Menu") in the top right-hand corner, then on "Anzeige-Sprache" ("Display language") and selecting either "Englisch" or "Deutsch".

1. Search and find

Simple search queries can result in a very high number of hits. To improve the search results, be sure to use the different filter functions ("Tweak your results") on the left-hand side.

For example, if you only want to filter the library's physical holdings use the "Library" filter and select "Bibliothek HfM Nürnberg". Or you select a specific location within the library ("Location"). However, if, for example, you are looking for articles in digital form, it is best to use the "Resource type" filter and select "Articles".

Below each search result you can see whether the items are physically from the library ("Available at ...") or resources available online ("Available online"). The message "Not available" indicates that all physical items from the library are currently on loan (see 2. Full title display).

2. Full title display

When you click on a title in the results list, the full title display opens with detailed information on the title in question, on available items in the library or online access options.

Furthermore you can download a citation format, export the bibliographic data to a bibliographic management application/citation machine, print it or load a permanent link into the cache. If you are logged in, you can also add your own keywords ("tags") to titles you want to save and retrieve them later using only those keywords.

3. Login

You must be logged in to access your user account, for certain user features and for full access to online resources that require a licence. To log in, click on "Sign in" on the right of the header menu, then on "SSO für Studenten und Mitarbeiter der HfM". A login window opens in which you enter your user data.

→ You will need your Single Sign-On (SSO) login details, which you received when you started your studies or took up your post. As well as library services, these details give you access to your HfM-Email-

Account, to Moodle, the CAS and other services. You can change your password [here](#). Forgotten your password? [Click here](#).

4. User features

After logging in, you can access your user account where you can keep track of your loans and renew them if necessary. You can also reserve items from the library collection that are currently unavailable for borrowing (click on “Request” in the full title display) or make requests for new acquisitions (“Purchase request” in the header menu).

Furthermore you can collect search results as favourites or you can assign a keyword (“tag”) to search results using the “Tags” function in the full title view. The “Tags” button displays all tags. If you click on a tag, all titles to which that tag has been assigned will be displayed.

If logged in, you are authenticated as a member of the Hochschule für Musik Nürnberg in order to get full access to online services which require a licence.