USING PRIMO

The online discovery system is a new SUNY-wide resource adopted by all SUNY libraries that will replace the traditional online catalog used by the system.

NEW FEATURES OF PRIMO

- Log in to Primo using your full downstate email address (e.g. Fred.smith@downstate.edu) and password to be able to save searches, items and citations to your account for easy retrieval.
- View your library patron record to see items checked out, fines and renew any checked out items.
- Citation matcher lets you enter a citation/DOI/PMID into the search to see if the library holds the item.
- Search the holdings of ALL SUNY libraries to see if the item you’re looking for is available system-wide.
- Request items from other SUNY libraries directly within Primo, or be directed to ILLIAD to request the item from a non-system library.

LOGGING IN TO PRIMO

Logging in to Primo will allow you to save your searches and favorite items so you can return to them easily. Click on the “Sign In” link at the top right of the Primo homepage and log in using your full downstate email address (e.g. Fred.smith@downstate.edu) and email password.

Once you are logged in to Primo, you can see all the information in your library account including items loaned out, item requests, search history and favorites.

You can also renew any items you have checked out from your account info screen without having to come into the library! If you are unable to log in to Primo using your email address, please come by the library for assistance.

SEARCHING PRIMO

The default search will only look for items held by the SUNY Downstate Medical Research library, either electronic or print. You can use the dropdown menu on the search box or the selection tabs at the top of the page to narrow your search to journals, articles or databases if you know exactly what you’re looking for.

Your search results will show you where and how to access the item if we have it available.

Save the item to your account by clicking on the pushpin icon.

Email a link to the record or copy the link to your clipboard using the envelope or paper clip icons, respectively.

Click on the item to pull up the full record for more information.
The full record shows detailed location information on the item under the “Get It” section.

Under the “Send to” section of the record you can export the citation directly to Endnote or copy it to the clipboard to paste into another document. If you use another citation format you have options too.

Print and Email options will send the full record and not the citation.

If the library does not have the item available, you will see “check for available services” to see options on requesting the item from another library. Click on the link to see your options in the full record of the item.

On the full record you will see options to request the item under the “How to Get it” heading. Resource Sharing will request the item from another SUNY Library (if available) and Interlibrary Loan will request the item from another outside library (via Iliad).

“Resource sharing” is to request the physical copy of the item from another SUNY library. “Interlibrary Loan” is to request an electronic copy of an article or item. If you’re confused, you can use either option and the library will determine the best way to get what you need.
You can also search all of the SUNY Libraries or a worldwide network of participating libraries from the main search screen.

USING CITATION FINDER

Citation finder can help you locate an article, book or journal quickly even if you only have limited information.

A DOI or PMID number will bring up the exact item you are looking for and tell you if the Library holds it.

You can also enter an ISSN if you are looking for a specific journal.

Any other item you are looking for, choose the appropriate item type (article, book, journal) and enter as much information as you have into the appropriate fields. Primo will try to match it up as best as it can.

If you need assistance using PRIMO or any other library resource,

contact us and we’ll be happy to help!