

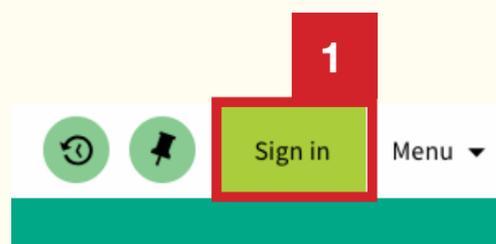
Primo@Lib ESSENTIALS



<http://lib.hkapa.edu>

A. To Login

1. Click **1** “Sign in” or **2** “...” at the upper right corner of the [Primo@Lib](http://lib.hkapa.edu) landing page.



Landing Page (Desktop Computer)

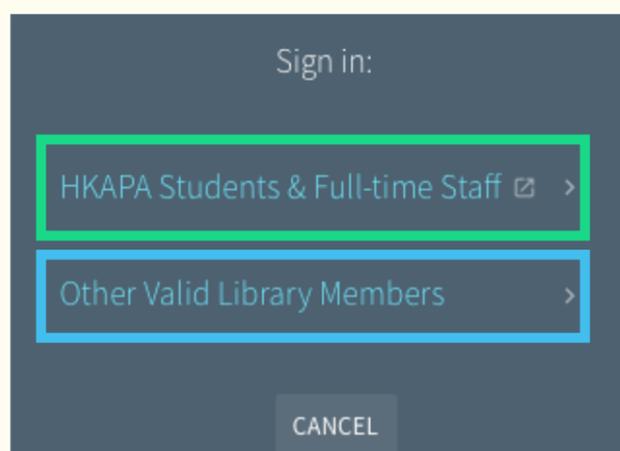


Landing Page (Mobile Devices)

2. Click **3** “SIGN IN”.



3. Select “HKAPA Students/ Full-time Staff” or “Other Valid Library Members” as appropriate.



Sign in with your Academy Network ID, e.g. a12345.stu@hkapa.edu, and password.

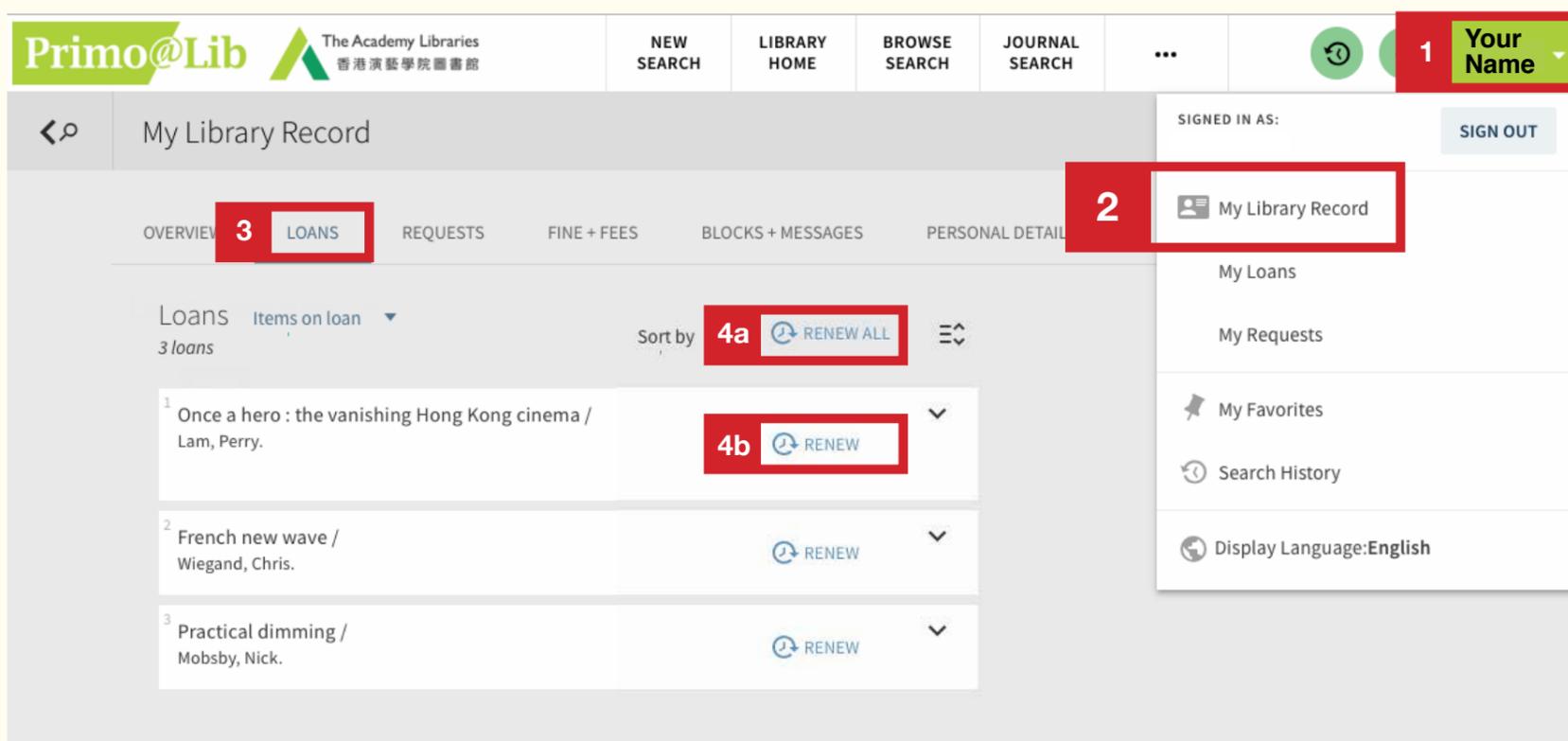
Sign in with the Ref No. on your library card, e.g. A12345, and your password which is the barcode on your library card, e.g. 20000000066111.

The above login and password will apply to all platforms of the Library Information System, including DPAR, AudioMiner, remote access to e-resources and Seminar Room booking system.

4. Once you have signed in, you can enjoy the following personalized features:
 - a. Renew checked-out items
 - b. Access articles and data from electronic resources licensed by Academy Libraries and indexed in Primo according to the privileges granted to you
 - c. Create and locate your favourite lists
 - d. Save your searches and set up alerts for new items that meet your query

Primo@Lib ESSENTIALS

B. To Renew Online



The screenshot shows the Primo@Lib interface. At the top right, the user is signed in as 'Your Name' (1). A dropdown menu (2) is open, showing 'My Library Record' selected. Below this, the 'LOANS' tab (3) is active. A list of loans is displayed, with a 'RENEW ALL' button (4a) and a 'RENEW' button (4b) for the first item. The status of the first item is 'Renewed' (5).

1. Once you have signed in, click **1** “Your Name” and then select **2** “MY LIBRARY RECORD” to view a summary of your library account status.
2. Click **3** “LOANS” and then select **4a** “RENEW ALL” or **4b** “RENEW” individual item.
3. “RENEW” will be changed to **5** “Renewed” and a new due date will be displayed if the renewal is successful.

³ Practical dimming /
Mobsby, Nick.

Due: 22/03/2018, 23:00.
Pick up:Academy Library Main Stack PN1992.8.L5 M62 2006

5 Renewed



Primo@Lib ESSENTIALS

C. To Request Online

Request items on loan, on Holdshelf, Music Library Materials or Off-site Materials

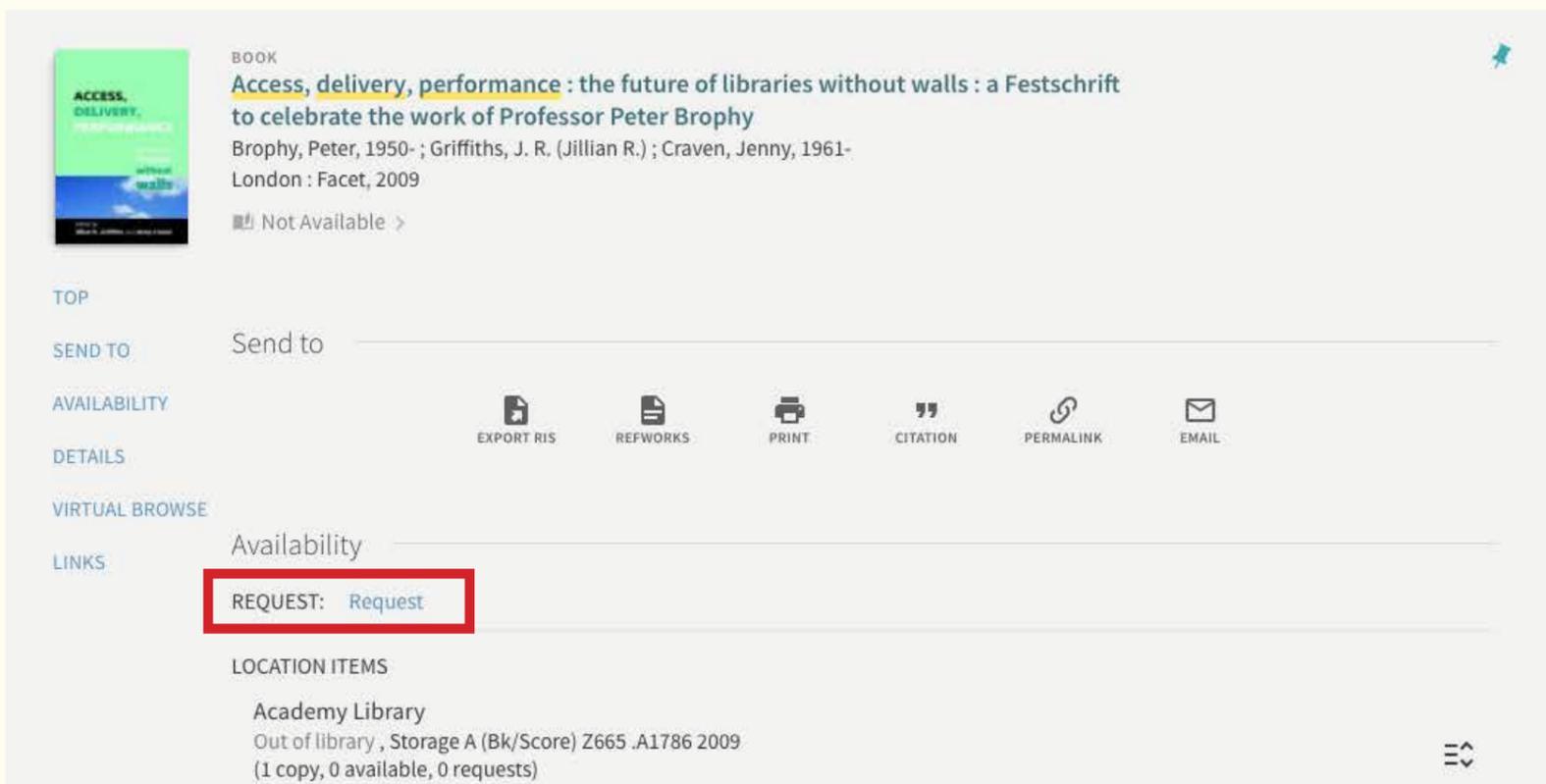
1. You will need to sign in to make request.
2. When you find an item(s) that you would like to request, click on the title to view the full record.

1



BOOK
Access, delivery, performance : the future of libraries without walls : a Festschrift to celebrate the work of Professor Peter Brophy
Brophy, Peter, 1950-; Griffiths, J. R. (Jillian R.); Craven, Jenny, 1961-
London : Facet, 2009
Not Available >

3. Click “Request” under Availability to proceed.



BOOK
Access, delivery, performance : the future of libraries without walls : a Festschrift to celebrate the work of Professor Peter Brophy
Brophy, Peter, 1950-; Griffiths, J. R. (Jillian R.); Craven, Jenny, 1961-
London : Facet, 2009
Not Available >

TOP

SEND TO

AVAILABILITY

DETAILS

VIRTUAL BROWSE

LINKS

Availability

REQUEST: Request

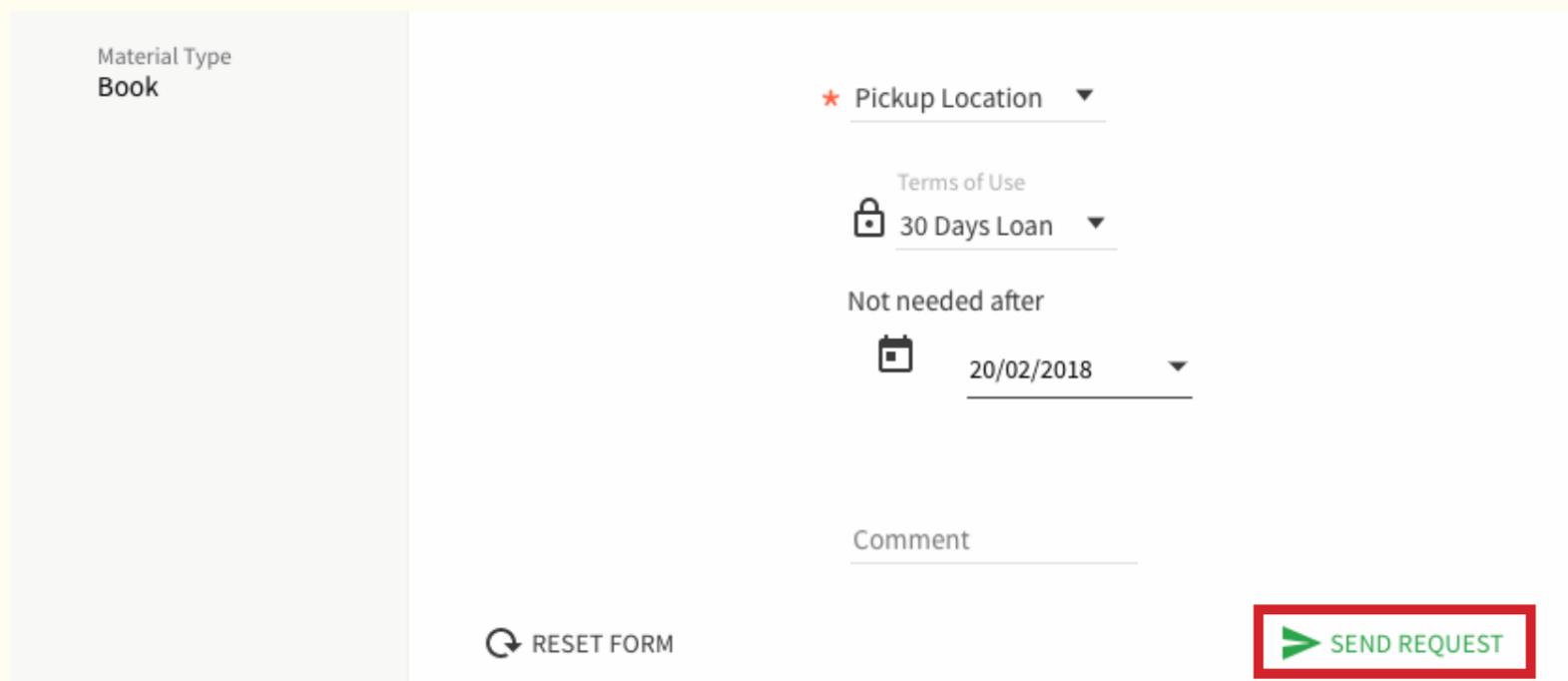
LOCATION ITEMS

Academy Library
Out of library, Storage A (Bk/Score) Z665 .A1786 2009
(1 copy, 0 available, 0 requests)



Primo@Lib ESSENTIALS

4. Select a preferred Pickup Location and a date after which the requested item is no longer needed, and click “SEND REQUEST”.



Material Type
Book

* Pickup Location ▼

Terms of Use
🔒 30 Days Loan ▼

Not needed after
📅 20/02/2018 ▼

Comment

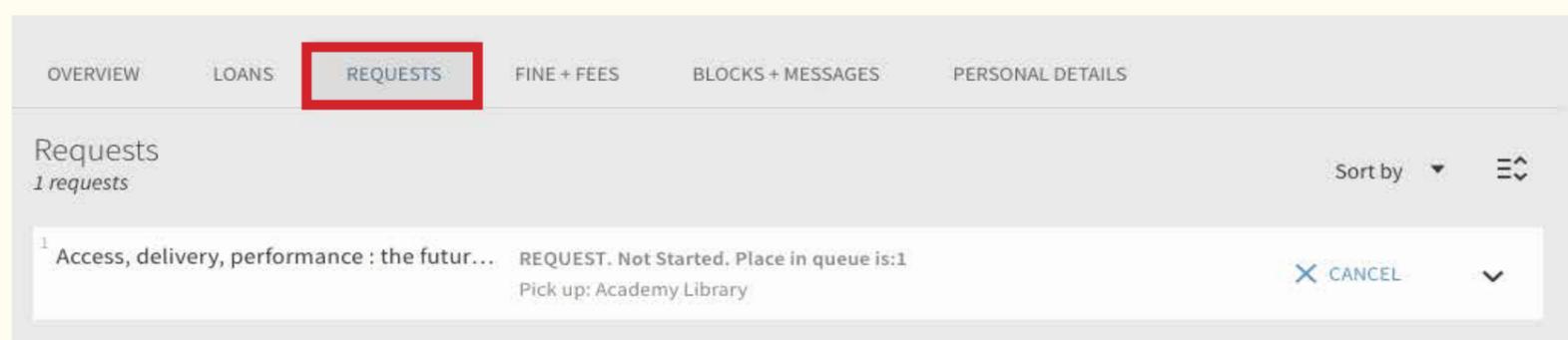
🔄 RESET FORM

➤ SEND REQUEST

5. The following message will be shown if the request is successful.

Your request was successfully placed

6. You will receive an email notification when the requested item is ready for pickup. The latest status of the requested item can also be found in the “REQUESTS” tab of “My Library Record”.



OVERVIEW LOANS **REQUESTS** FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Requests
1 requests

Sort by ▼ ☰

¹ Access, delivery, performance : the futur... REQUEST. Not Started. Place in queue is:1
Pick up: Academy Library

✕ CANCEL ▼