

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](#) landing page.



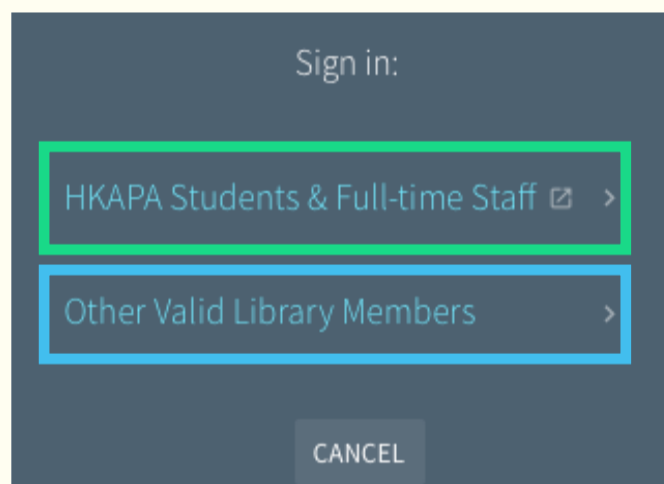
Landing Page (Desktop Computer)

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.

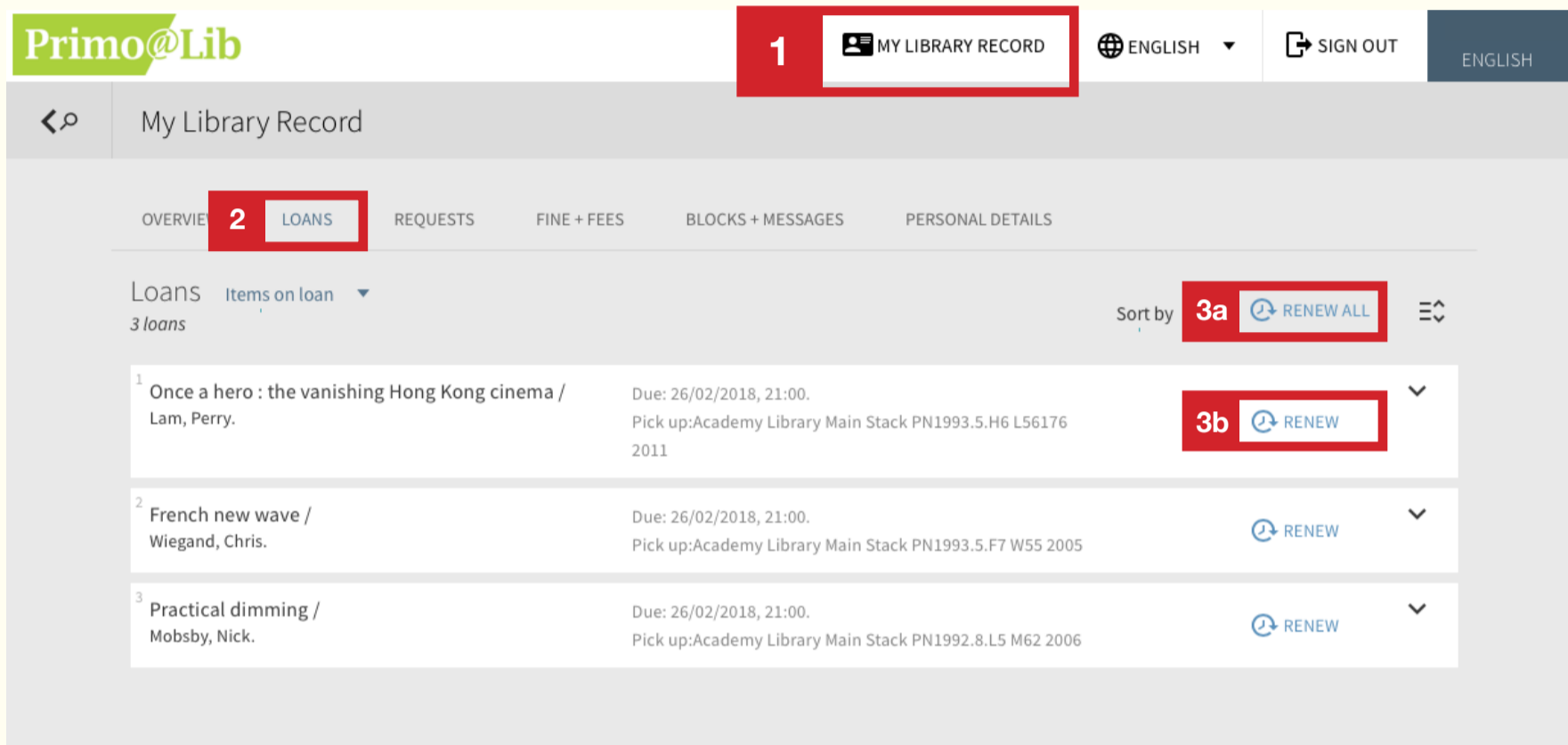
Sign in with the Ref No. on your library card, e.g. A12345, and your password which is the barcode on your library card, e.g. 20000000066111.

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

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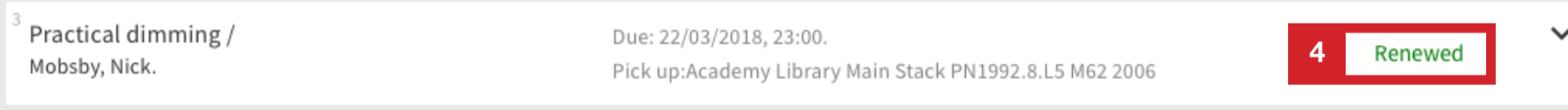
B. To Renew Online



The screenshot shows the 'My Library Record' page. At the top, there is a navigation bar with 'Primo@Lib' on the left, '1 MY LIBRARY RECORD' in the center (highlighted with a red box), 'ENGLISH' on the right, and 'SIGN OUT' on the far right. Below this is a sub-navigation bar with 'OVERVIEW', '2 LOANS' (highlighted with a red box), 'REQUESTS', 'FINE + FEES', 'BLOCKS + MESSAGES', and 'PERSONAL DETAILS'. The main content area is titled 'Loans' and shows '3 loans'. There are three items listed:

Item	Due Date	Action
¹ Once a hero : the vanishing Hong Kong cinema / Lam, Perry.	Due: 26/02/2018, 21:00. Pick up:Academy Library Main Stack PN1993.5.H6 L56176 2011	3a RENEW ALL (highlighted with a red box) and 3b RENEW (highlighted with a red box)
² French new wave / Wiegand, Chris.	Due: 26/02/2018, 21:00. Pick up:Academy Library Main Stack PN1993.5.F7 W55 2005	RENEW
³ Practical dimming / Mobsby, Nick.	Due: 26/02/2018, 21:00. Pick up:Academy Library Main Stack PN1992.8.L5 M62 2006	RENEW

- Once you have signed in, click **1** “MY LIBRARY RECORD” to view a summary of your library account status.
- Click **2** “LOANS” tab to view your items on loan.
- Click **3a** “RENEW ALL” to renew all checked-out items, OR
To renew selected checked-out item(s), click **3b** “RENEW”.
- “RENEW” will be changed to **4** “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

4 Renewed (highlighted with a red box)

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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

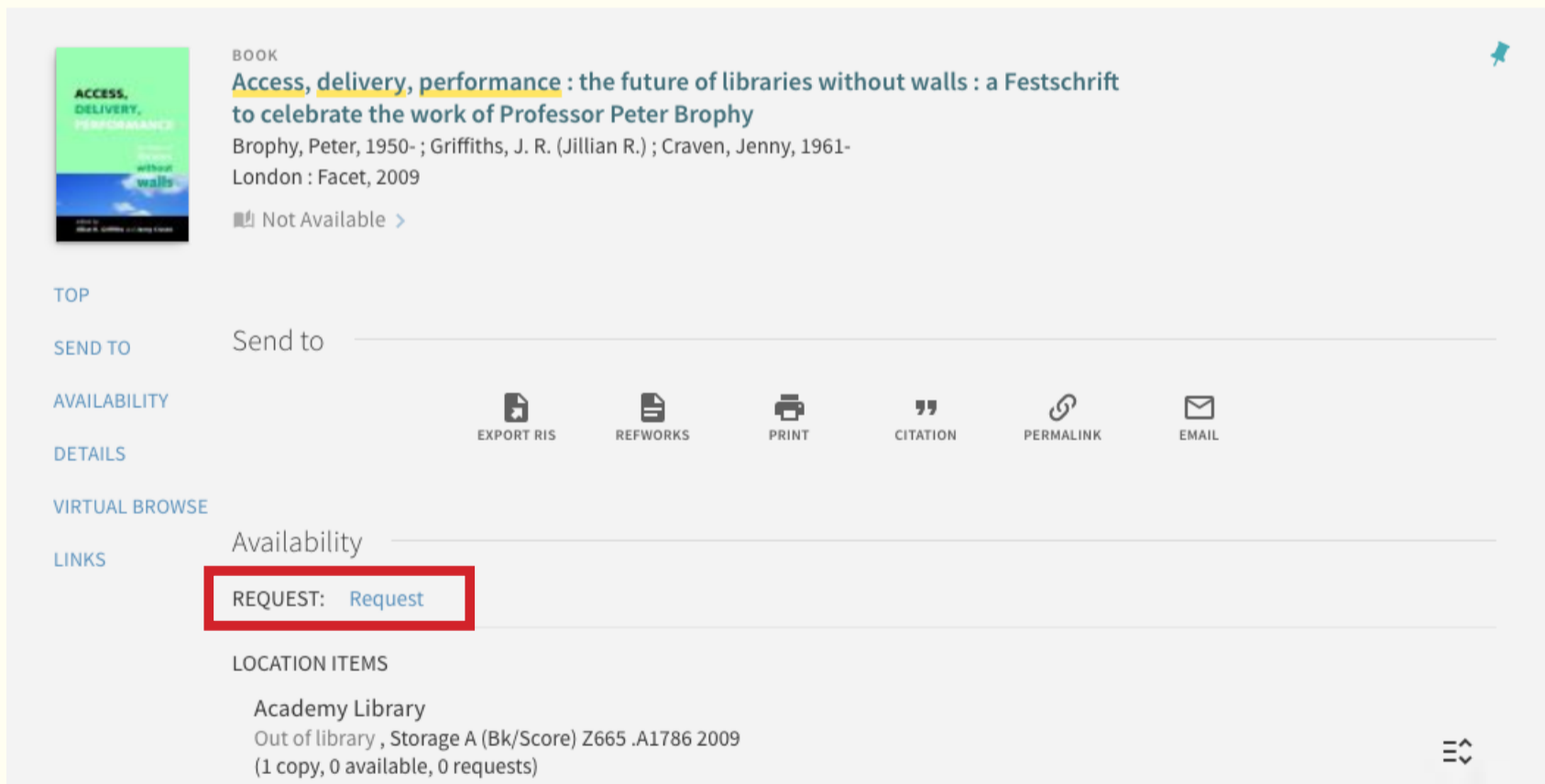
BOOK

[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

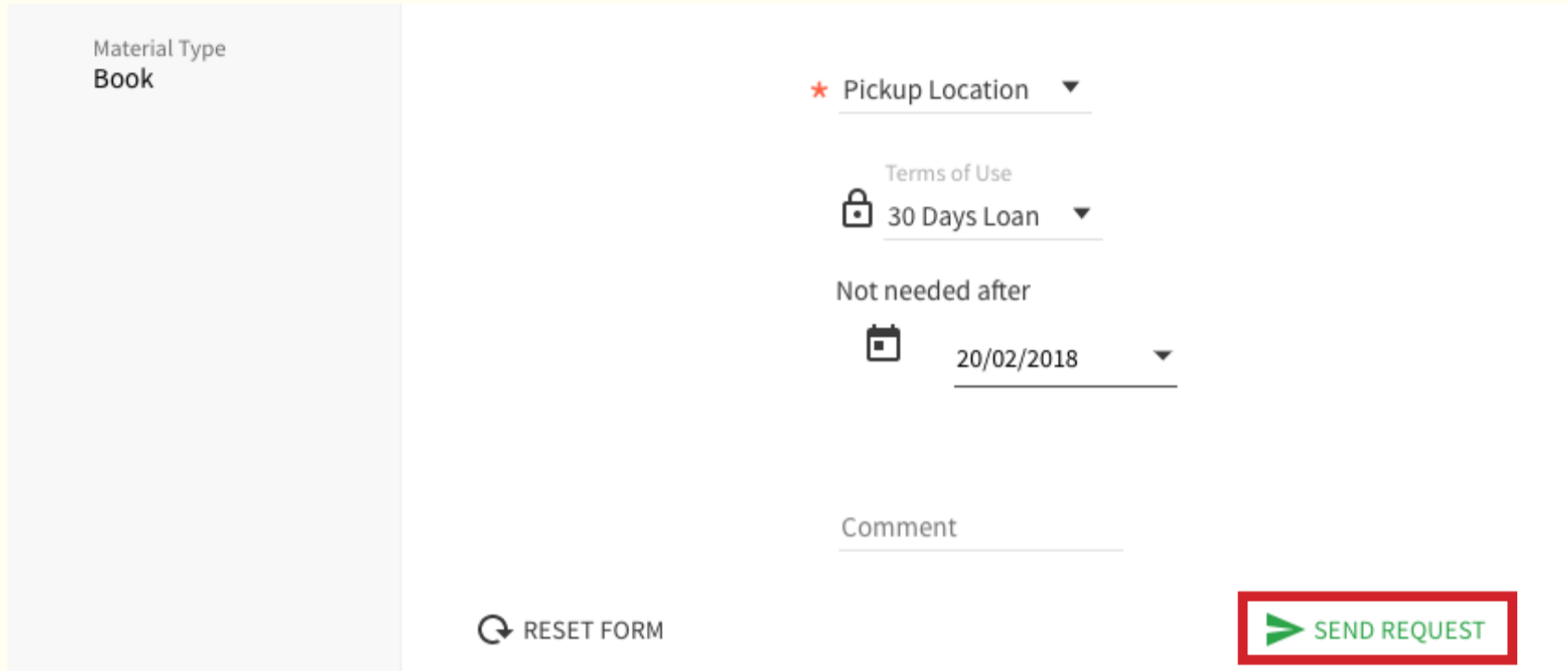
REQUEST: [Request](#)

LOCATION ITEMS

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

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



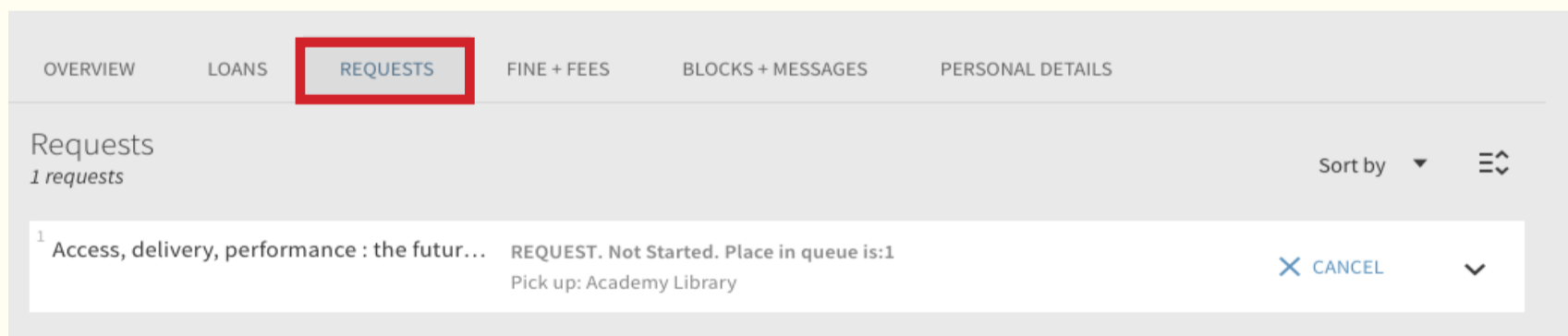
The screenshot shows a request form with the following fields:

- Material Type:** Book
- Pickup Location:** A dropdown menu with a red asterisk indicating it is required.
- Terms of Use:** A dropdown menu showing "30 Days Loan" with a lock icon.
- Not needed after:** A date picker showing "20/02/2018".
- Comment:** A text input field.
- Buttons:** "RESET FORM" and "SEND REQUEST" (the latter is highlighted with a red box).

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”.



The screenshot shows the "REQUESTS" tab selected in the "My Library Record" interface. The "REQUESTS" tab is highlighted with a red box. Below the navigation tabs, the "Requests" section shows "1 requests". A single request is listed with the following details:

- Title:** Access, delivery, performance : the futur...
- Status:** REQUEST. Not Started. Place in queue is:1
- Pick up location:** Academy Library
- Action:** CANCEL (with a dropdown arrow)