# Primo@Lib ESSENTIALS

## A. To Login

1. Click **1** "Sign in" or **2** "…" at the upper right corner of the Primo@Lib landing page.
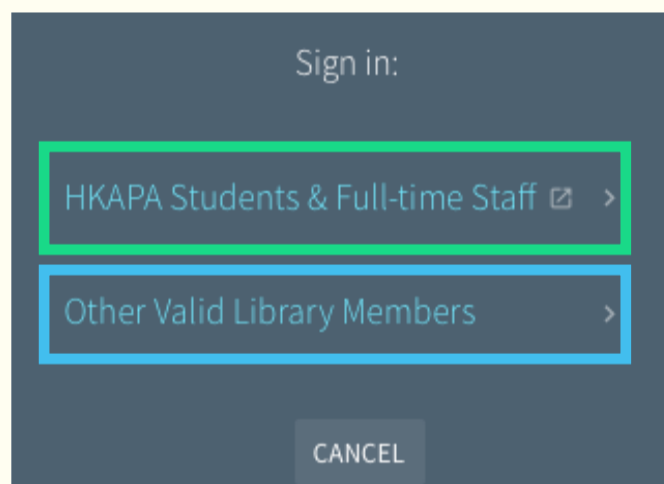
Landing Page (Desktop Computer)    Landing Page (Mobile Devices)

2. Click **3** "SIGN IN".

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

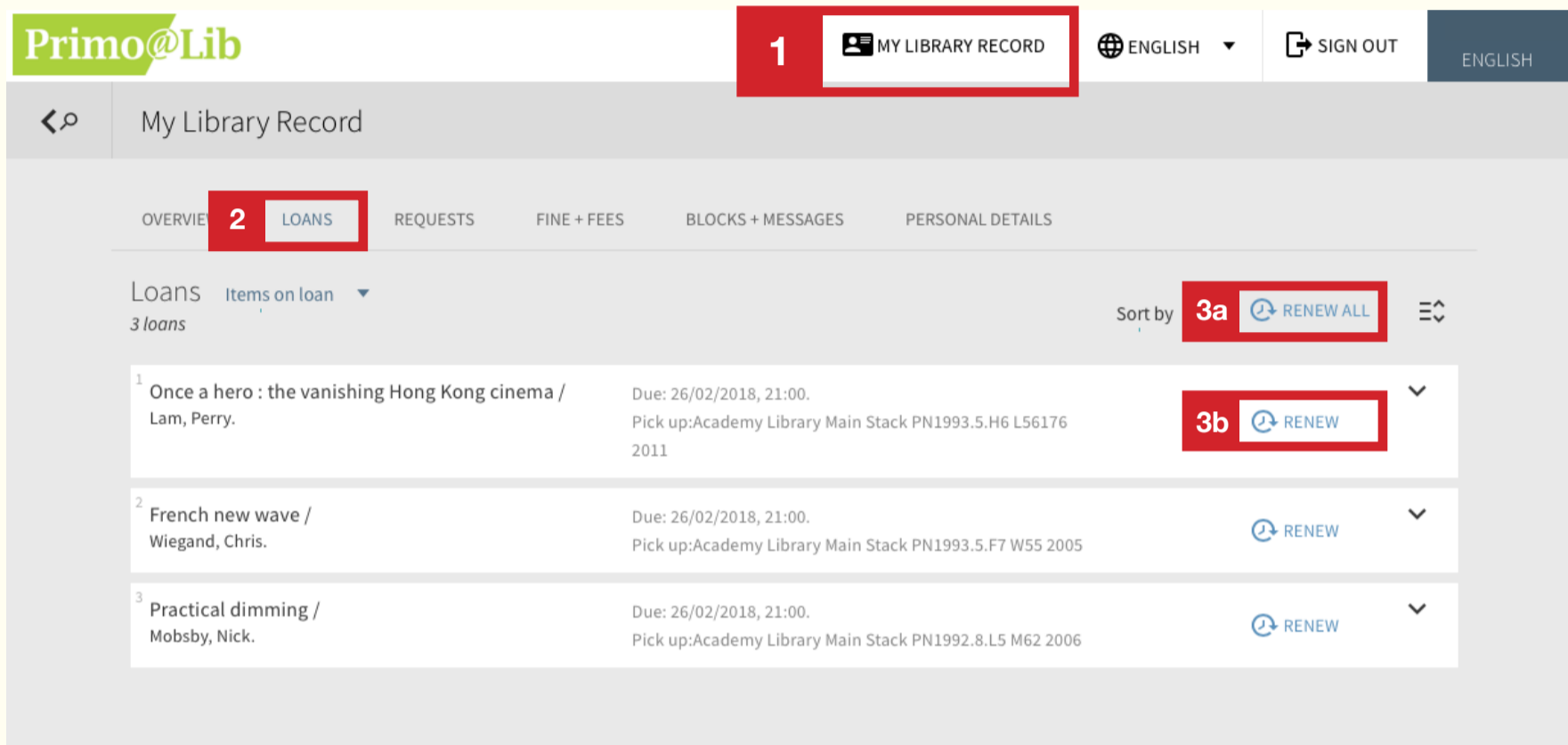Sign in with your Academy Network ID, e.g. a12345.stu@hkapa.edu, and password.

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, Audio*Miner*, 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
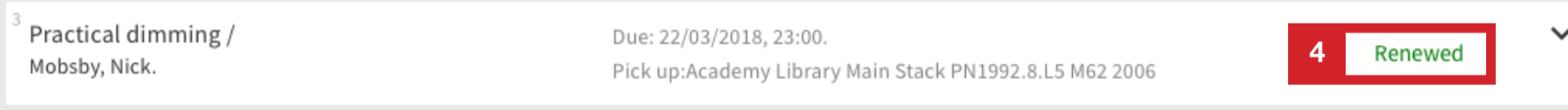
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## B. To Renew Online



1.  Once you have signed in, click **1** "MY LIBRARY RECORD" to view a summary of your library account status.

2.  Click **2** "LOANS" tab to view your items on loan.

3.  Click **3a** "RENEW ALL" to renew all checked-out items, OR

    To renew selected checked-out item(s), click **3b** "RENEW".

4.  "RENEW" will be changed to **4** "Renewed" and a new due date will be displayed if the renewal is successful.

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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.
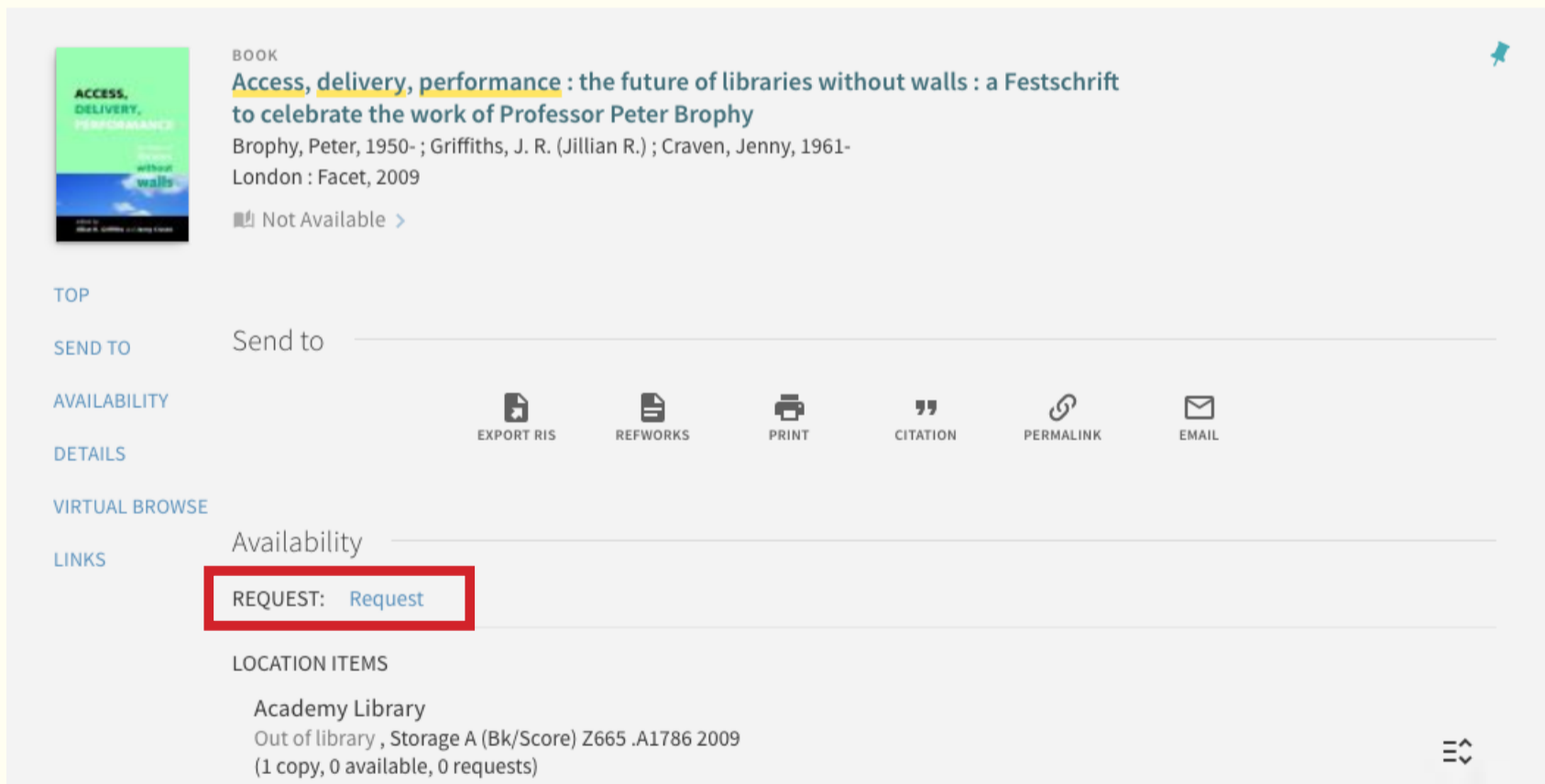


3. Click "Request" under Availability to proceed.
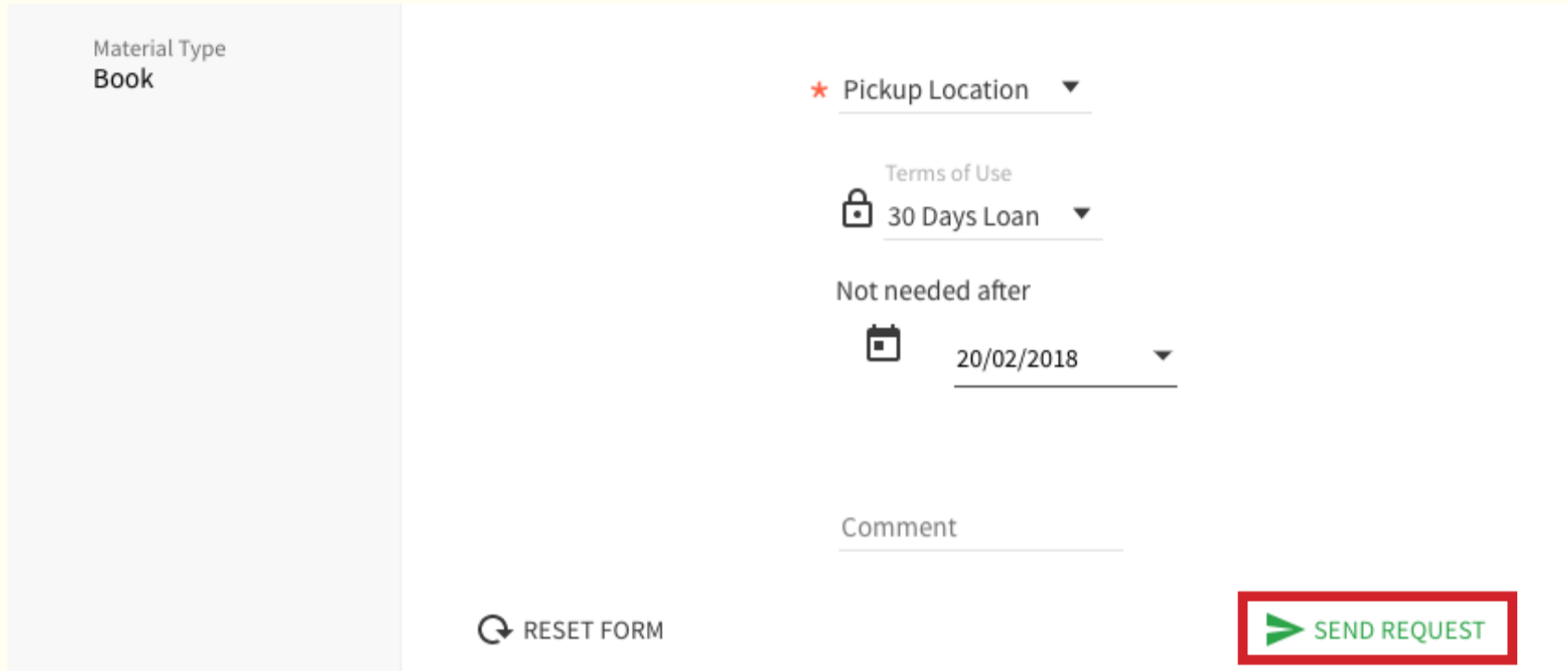
4. Select a preferred Pickup Location and a date after which the requested item is no longer needed, and click "SEND REQUEST".
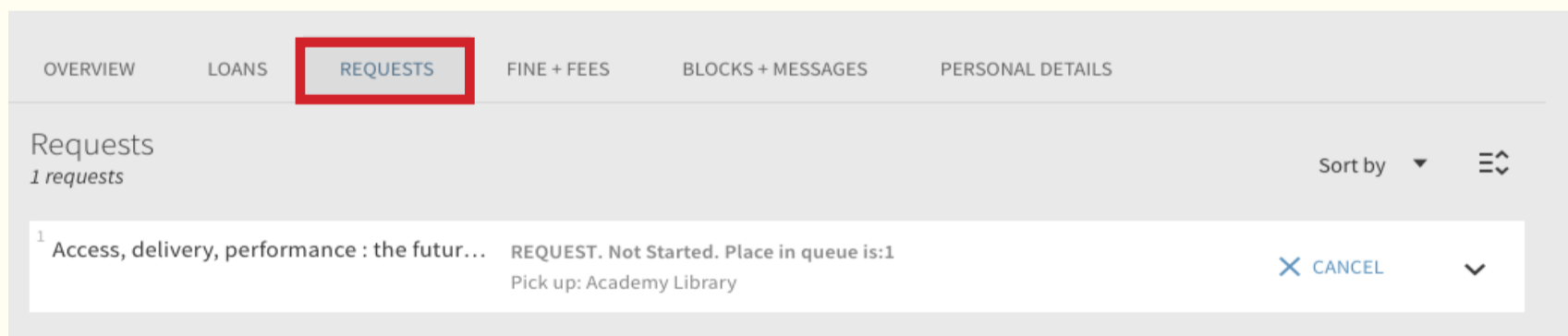


5. The following message will be shown if the request is successful.



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".