## Instructions for requesting books via PRIMO

- 1. Open the web page <a href="https://www.rsu.lv/en/library">https://www.rsu.lv/en/library</a>
- 2. Choose the option "PRIMO search tool".



→ Library working hours	HOME
SCHEDULE AN APPOINTMENT AT RSU LIBRARY OPEN ACCESS LOAN	RESEARCH SUPPORT
SCHEDULE AN APPOINTMENT AT RSU LIBRARY INFORMATION CENTRE	SERVICE ACCESS POINTS AND OPENING HOURS
ASK YOUR QUESTION VIA HELP.RSU.LV	SERVICES
PRIMO search tool →	RESOURCES

3. Sign in with your RSU e-mail and password.

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What is PRIMO? PRIMO is a search tool, that allows you simultaneously search for information in: • Union catalogue, • RSU subscribed online databases, • Databases created by the Library.	Login with RSU e-mail and password. n If you need help, just ask: phone number: 67409192 e-mail: biblioteka@rsu.lv	

4. Search for the needed book. Choose an item that is available at the RSU Library.

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5. Check the available books and choose the item that is for "Short-term loan" or "Long-term loan".

## NB! Resources with the mark "On the spot" or "Reading room" are only available at the reading room!

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6. Choose the available item, check the time period for which it can be loaned and choose the option "Hold".

Get It		
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LOCATION ITEMS		
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On Shelf 30 days Short-term loan 611.013(07)/ S 12	Hold	~

7. Check the data about the item. If you have chosen the needed item, choose the option "Send request".

Get It	
< BACK TO ITEMS	
Hold request	
Pickup Location RSU:Open Access Loan	
Item is in the closed stacks. Item status: 30 days (22) Call number: 611.013(07)/ S 12,	
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8. You will receive the confirmation that the "Action Succeeded". Close the item view.

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9. Go to your profile and view the information about your reserved items in the section "My Requests".

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## 10. If the request shows that it is "On hold until:", you can go to the Library!

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