

A Guide to Primo

Primo is a search tool. It is not a database in its own right. It merely has the ability to search multiple databases and catalogs at once. What's particularly wonderful about it is that it can search the online and physical collections of all of the following libraries:

Carroll College	Missoula College	Salish Kootenai College
Chief Dull Knife College	Montana Tech	UM Law
Dawson Community College	MSU Billings	UM Missoula
Great Falls College (MSU)	MSU Bozeman	UM Western
Helena College	MSU Northern	University of Great Falls
Highlands College	Rocky Mountain College	
Little Big Horn College	St. Patrick Hospital	

That's the bulk of the college and university libraries in the state of Montana!

This guide will cover the following information about Primo:

- Accessing Primo
- Simple Searching
- Searching the Catalog
- Filtering/Narrowing Results
- Journal Titles
- Interlibrary Loan

Please note, specific search terms and numbers used in these examples may change over time within Primo.

If you need further assistance, contact the Rocky Library at 406-657-1087 or ill@rocky.edu.

Accessing Primo

To access Primo, simply click on the link on the library homepage; it will open Primo in a new window.

LIBRARY HOURS

Monday - Thursday 7:30 a.m. - 11:00 p.m.

Friday 7:30 a.m. - 4:30 p.m.

Saturday 1:00 p.m. - 5:00 p.m.

Sunday 12:00 p.m. - 11:00 p.m.



Library Catalog
Search for materials at RMC, as well as nine other Montana libraries.

Primo
Search the catalog and periodical databases in one place. To view search results off-campus, enter your RMC credentials when prompted.

Library Guides
Illustrated, step-by-step guides to

Reserves
Material held at the library, usually at a

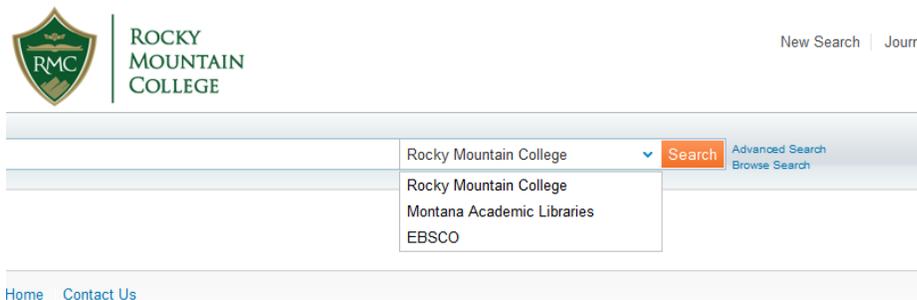
If you're off campus you can still use Primo; when it comes time to view an article you'll simply be prompted to log in with your Rocky username (the part of your email address before @rocky.edu) and password (the same one you use for your email).

Simple Searching

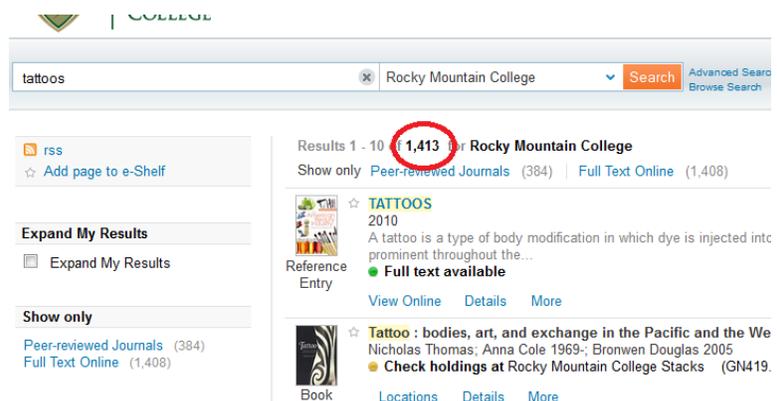
Clicking on Primo sends you right to this screen:



This is your simple search screen. If you want to cast the widest net possible in your research, this is the place to start. You have 3 options of what to search here—Rocky Mountain College, which searches everything that Rocky has access to, virtually or physically, except some of our EBSCOhost subscriptions; Montana Academic Libraries, which searches everything that all of the libraries listed above have access to in addition to what Rocky has; and EBSCO, which searches all of the journals available through EBSCOhost. We recommend that you start by searching Rocky Mountain College and only search the other two if you can't find enough materials there.



For example, let's say you're writing a paper on the history of tattooing. If you type "tattoos" into the search box and use the default search of Rocky Mountain College, you get the following 1,413 results, which includes both an online reference entry and a print book that you can find in the library:



If you do the same search and select “Montana Academic Libraries,” you get the following results:

RMC | MOUNTAIN COLLEGE

tattoos Montana Academic Libraries Search Advanced Search Browse Search

Results 1 - 10 of 1,543 for Montana Academic Libraries

Show only Peer-reviewed Journals (384) Full Text Online (1,475)

rss Add page to e-Shelf

Expand My Results Expand My Results

Show only Peer-reviewed Journals (384) Full Text Online (1,475)

Refine My Results

Reference Entry **TATTOOS** 2010 A tattoo is a type of body modification in which dye is injected into the skin. Full text available View Online Details More

Book **Science ink : tattoos of the science obsessed** Carl Zimmer 1966- c2011 Available at Missoula College UM - General Stacks (391.65 Z721s) Locations Details More

That’s 1,548 online and physical results across all the participating libraries in Montana. As you can see, the second result is a book at University of Montana Missoula, which you can request through inter-library loan if you’re interested in reading it. We’ll come back to inter-library loan in a bit.

If you use the same search term but search EBSCO, you get 260,285 results, all of which are journal articles:

RMC | MOUNTAIN COLLEGE

tattoos EBSCO Search Advanced Search Browse Search

Results 1 - 10 of 260,285 for EBSCO

rss Add page to e-Shelf

Body of work. BEDNAR, JOSEPH ; BusinessWest, 2015, Vol.31 (20), p.6-11 Full text available

That’s a lot more results to go through, which is why we recommend holding off on searching EBSCO unless you have to. Many – though not nearly all – results from EBSCO will also show up when searching Rocky Mountain College.

Searching the Catalog

Our simple search for tattoos in Rocky Mountain College provided many kinds of results, including results from the library’s catalog, the physical items that are available in the library: books, DVDs, and so on. The second result listed is a book, *Tattoo: Bodies, Art, and Exchange in the Pacific and the West*, which you can tell is a book both by the book icon to the left and by the yellow dot underneath the title and author that says Check holdings at Rocky Mountain College Stacks. The call number, which is the

books 'address' in the library, is provided in the result listing, but if you click on Locations, you will get a link to the catalog that will tell you if the book is actually available on the shelf or if someone has it checked out. The Details tab provides some more information about the book, but you'll get better information if you view the catalog record via the Locations tab. The More tab for books is not very useful, and you'll probably never need it.

Results 1 - 10 of 1,503 for Rocky Mountain College Sorted by: Relevance ▾

Show only [Peer-reviewed Journals](#) (364) | [Full Text Online](#) (1,498)



Reference
Entry

☆ **TATTOOS**
2010
A tattoo is a type of body modification in which dye is injected into the skin to alter the pigment. Tattooing is prominent the...

● **Full text available**

[View Online](#) [Details](#) [More](#)



Book

☆ **Tattoo : bodies, art, and exchange in the Pacific and the West**
Nicholas Thomas; Anna Cole 1969-; Bronwen Douglas 2005

● **Check holdings at Rocky Mountain College Stacks** (GN419.3.T37 2005) **and other locations**

[Locations](#) [Details](#) [More](#)

If you just want to search for books, and not for journal articles (or for video recordings or audio recordings) you can refine your search by type, either on the left hand side after your search (in this case, the option to refine to just books is hidden under 'More options')...

rss

☆ Add page to e-Shelf

Expand My Results

Expand My Results

Show only

[Peer-reviewed Journals](#) (364)

[Full Text Online](#) (1,498)

Refine My Results

Resource Type

[Articles](#) (850)

[Newspaper Articles](#) (450)

[Reviews](#) (95)

[Audio Visual](#) (55) ➔

[Text Resources](#) (30)

[More options ▾](#) ➔

Results 1 - 10 of 1,503 for Rocky Mountain College

Show only [Peer-reviewed Journals](#) (364) | [Full Text Online](#) (1,498)



Reference
Entry

☆ **TATTOOS**
2010
A tattoo is a type of body modification in which dye is injected into the skin to alter the pigment. Tattooing is prominent the...

● **Full text available**

[View Online](#) [Details](#) [More](#)



Book

☆ **Tattoo : bodies, art, and exchange in the Pacific and the West**
Nicholas Thomas; Anna Cole 1969-; Bronwen Douglas 2005

● **Check holdings at Rocky Mountain College Stacks** (GN419.3.T37 2005)

[Locations](#) [Details](#) [More](#)



Reference
Entry

☆ **TATTOOS**
2007
Of the various motives for tattooing, the quest for personal identity is central...

● **Full text available**

[View Online](#) [Details](#) [More](#)



Tattoos

☆ **Tattoos**
2004

...or through the advanced search options before your search:

Rocky Mountain College ▼ Search [Advanced Search](#) [Browse Search](#)

↓

Publication Date: Any year

Material Type: All items

Language: Books

Start Date: Articles

End Date: Journals

Search Scope: Images

➔

You can also search Rocky’s ebook collection this way. If you need help using the catalog or finding a book in the library, take a look at the guides for [using the catalog](#) and [finding books in the library](#), or come ask for help – we’re always happy to help!

Filtering/Narrowing Results

If you’re looking for journal articles, after doing a simple search you will need to narrow down your results. You have better things to do with your time than to slog through 1,415 results with “tattoos” somewhere in their text, which is what you get with a simple search – it searches every word in the article and article information, so if the author’s name happens to be John Tattoo, you’ll get that article too, even if it has nothing to do with body art. You can choose to search just the title, author, or subjects in Advanced Search.

To narrow down your results, you need to focus on the left side of your results page →

You’ll see here lots of ways to refine your search. Most of them, particularly the ones further down the screen, you’ll never need to use, but some of them can be helpful; for instance if you’re searching on a topic that you want really recent research on, you can limit the creation date to only things published since 2000, or 2010, or whenever.

The screenshot shows a search results page for 'tattoos'. On the left, there are several filtering sections:

- Expand My Results:** Includes an 'Expand My Results' checkbox.
- Show only:** Lists 'Peer-reviewed Journals (383)' and 'Full Text Online (1,410)'. A red arrow points to the 'Peer-reviewed Journals' link.
- Refine My Results:** Lists 'Resource Type' with sub-categories: Articles (765), Newspaper Articles (448), Reviews (95), Audio Visual (55), and Text Resources (31). It also lists 'Subject' categories: Tattooing (592), Tattoos (148), Humans (81), Male (54), and Hepatitis C (48). 'Author' categories include Anonymus (11), Kluger, Nicolas (9), Mastrangelo, Giuseppe (4), Cegolon, Luca (4), and Wollina, Uwe (3). 'Creation Date' is set from 1900 to 2015, with a 'Refine' button and a slider below.

On the right, the results list shows:

- Results 1 - 10 of 1,415 for Rocky Mountain College
- Show only: Peer-reviewed Journals (383) | Full Text Online (1,410)
- Results include:
 - TATTOOS 2010:** Reference Entry, Full text available.
 - Tattoo : bodies, art, and exchange in the Pacific:** Book, Check holdings at Rocky Mountain College Stac.
 - TATTOOS 2007:** Reference Entry, Full text available.
 - Tattoos 2004:** Reference Entry, Full text available.
 - The girl with the dragon tattoo:** Book, Check holdings at Rocky Mountain College Pop.
 - The rose tattoo : play in three acts:** Book, Check holdings at Rocky Mountain College Stac.
 - Plays:** Book, Check holdings at Rocky Mountain College Stac.
 - The Best American poetry, 2001:** Book, Check holdings at Rocky Mountain College Stac.

One of the easiest and most useful ways you can narrow your results is to choose only peer-reviewed journals:

This close-up shows the 'Show only' section where 'Peer-reviewed Journals (383)' is selected. Below it, the first three results are visible:

- TATTOOS 2010:** Reference Entry, Full text available.
- Tattoo : bodies, art, and exchange in the Pacific:** Book, Check holdings at Rocky Mountain College Stac.
- TATTOOS 2007:** Reference Entry, Full text available.

You’ll probably want to do this with almost all of your searches; professors usually require that you use only peer-reviewed – or scholarly – research in your papers. What that means is that the article was written by an expert and then reviewed by other experts in the field for quality and accuracy before it was allowed to be published, rather than being written by a journalist with little background knowledge and published with only the scrutiny of the editor. As you can see, of the 1400 articles retrieved with the simple search, only 383 are of a scholarly quality.

Let's take a look at our results page.

Results 1 - 10 of 383 for Rocky Mountain College Sorted by: Relevance 1 2 3 4 5 →

Refined by: top level: Peer-reviewed Journals x

 ☆ **Tattoos** View all versions
Morgan, B D
British medical journal, 1974, Vol.3(5922), pp.34-6 [Peer Reviewed Journal]
● Full text available
[View Online](#) [Details](#) [More](#)

 ☆ **DNR Tattoos: A Cautionary Tale** View all versions
Cooper, Lori ; Aronowitz, Paul
Journal of General Internal Medicine, 2012, Vol.27(10), pp.1383-1383 [Peer Reviewed Journal]
CLINICAL PRACTICE Clinical Images DNR **Tattoos: A Cautionary Tale** Lori Cooper, MD and Paul Aronowitz, MD
California Pacific Medical Center...
● Full text available
[View Online](#) [Details](#) [More](#)

 ☆ **The Koebner phenomenon: psoriasis in tattoos.(Clinical images)(Clinical report)** View all versions
Arias - Santiago, Salvador ; Espineira - Carmona, Maria Jose ; Aneiros - Fernandez, Jose
CMAJ: Canadian Medical Association Journal, April 16, 2013, Vol.185(7), p.585(1)
An otherwise healthy 18-year-old man presented with skin lesions that had appeared on 2-week-old **tattoos** on his forearms. The lesions were neither
● Full text available
[View Online](#) [Details](#) [More](#)

 ☆ **Tattoos and sarcoidosis.(Letters)(Letter to the editor)** View all versions
Madan, Karan
CMAJ: Canadian Medical Association Journal, March 20, 2012, Vol.184(5), p.563(1) [Peer Reviewed Journal]
sarcoidosis. CMAJ 2012;184:432. (2.) Madan K. **Tattoos...** patient's **tattoos** were amateur **tattoos** acquired over many... of sarcoidosis in cosmetic
● Full text available
[View Online](#) [Details](#) [More](#)

 ☆ **"Ice man" markings seen as medical tattoos** View all versions
Science (New York, N.Y.), 1995, Vol.268(5207), pp.33 [Peer Reviewed Journal]
● Full text available
[View Online](#) [Details](#) [More](#)

 ☆ **Medical alert tattoos in minors should not be advocated** View all versions
Kluger, Nicolas ; Aldasouqi, Saleh
European Journal of Pediatrics, 2013, Vol.172(8), pp.1141-1141 [Peer Reviewed Journal]
/medical-tattoos-save-lives. Accessed 19 Feb 2013...) **tattoos** [2]. This issue has perplexed the...
CORRESPONDENCE Medical alert **tattoos** in...
● Full text available
[View Online](#) [Details](#) [More](#)

On the far left hand side you see the Article icon; if the result were a book or a video or some other format, you would see a corresponding icon. On the far right hand side you see "View all versions;" if the same article (from the same journal) is available through multiple databases, you can select which database you want to view it in here – it's really probably something you'll never need, unless you get an error message from the default database. At the top, you'll notice Sorted by: Relevance; this is the default option but you can also sort by date, popularity, author, and title.

In the middle you can see details of your results – title, author, citation (journal, date, pages), highlighted keywords, and a green dot saying Full text available. If the full text isn't available, you'll see a grey dot saying No full text. You'll mostly only see this if you select Expand My Results in the filters on the left side of the screen, which will give you results that Rocky doesn't have access to but that you can request through inter-library loan. You also have three options at the bottom of each result: View Online, Details, and More.

Clicking View Online:

Results 1 - 10 of 364 for Rocky Mountain College Sorted by: Relevance 1 2 3 4 5 →

Refined by: top level: Peer-reviewed Journals x

☆ **Tattoos**
Morgan, B D
British medical journal, 1974, Vol.3(5922), pp.34-6 [Peer Reviewed Journal]
● Full text available

View Online Details More

Open source in a new window Actions X

NCBI Resources How To Sign in to NCBI

PMC Search

US National Library of Medicine
National Institutes of Health

Limits Advanced Journal list Help

Journal List > Br Med J > v.3(5922); 1974 Jul 6 > PMC1611392

Formats:
Summary | Page Browse | PDF (1.0M) | Citation

Related citations in PubMed

will open the article in the frame on the Primo website; you can also view it in the full screen by clicking the article title in the results or by clicking 'Open source in a new window' right underneath View Online. This is when you will be asked for your Rocky credentials if you're off campus and the resource is something Rocky pays for. Sometimes these links, instead of taking you directly to the article, will take you to a list of results with the article among them, which you will then have to click again; occasionally it will take you to a new search screen where you will need to enter the title of the article you are looking for, search, and then select the article.

The Details tab provides a bit more information than just the citation and a few related links, but you'll rarely need to delve into this area, unless you're interested in searching for more articles on the same subject, which you can do by clicking on the subjects listed here.

Results 1 - 10 of 364 for Rocky Mountain College Sorted by: Relevance 1 2 3 4 5 →

Refined by: top level: Peer-reviewed Journals x

☆ **Tattoos**
Morgan, B D
British medical journal, 1974, Vol.3(5922), pp.34-6 [Peer Reviewed Journal]
● Full text available

View Online Details More

Actions X

Title: Tattoos

Author: Morgan, B D

Subjects: Surgery, Plastic; Tattooing -- Adverse Effects

Is Part Of: British medical journal, 1974, Vol.3(5922), pp.34-6 [Peer Reviewed Journal]

Language: English

Identifier: ISSN: 0007-1447 ; PMID: 4600913 Version:1

Source: U.S. National Library of Medicine

Links

- > View this record in National Library of Medicine
- > View the National Library of Medicine Copyright Statement

The More tab provides more search options that you'll probably never need, except for one: the abstract. Many articles will provide the abstract in front of the article when you View Online, but if they don't, as in the case of this particular article, you may want to see if it's available in the More tab, as it is in this case. The abstract is a very important part of your research: it's a summary of the article, which

you can read to decide if you want to spend time reading the entire article. This can be a huge time-saver; imagine the difference between reading five ten-page articles only to find out none of them help you versus reading five paragraph-long summaries that tell you the articles won't help!

Results 1 - 10 of 364 for Rocky Mountain College Sorted by: Relevance 1 2 3 4 5 →

Refined by: top level: Peer-reviewed Journals x

☆ **Tattoos**
Morgan, B D
British medical journal, 1974, Vol. 3(5922), pp.34-6 [Peer Reviewed Journal]
● **Full text available**

Article View all versions

View Online Details **More**

Open source in a new window Actions X

- ▶ [Full text available via PubMed Central](#)
- ▶ [Holdings in Sirsi UNICORN catalog](#)
- ▶ [Abstract available in PubMed from NCBI](#)
- ▶ [Save citation information](#)
- ▶ [Find related information in Google Patent Search](#)
- ▶ [Search for related information in Google Scholar](#)

Interlibrary Loan

If you find a resource you need and it's not within the Rocky library collection, you may have to request it through interlibrary loan. Take this result, for instance:

☆ **Tattoo history : a source book : an anthology of historical records of tattooing throughout the world**
Stephen G. Gilbert c2000
● **Check holdings**

Book

Request **Locations** Details More

Availability and locations in other institutions

UM: Mansfield Library - Book Shelves - Level 2 (391.65 G466ta) ● Available

Location	Call Number	Description	Status	Request Options
▶ UM: Mansfield Library - Book Shelves - Level 2	391.65 G466ta		Not Charged	Sign in to request

By opening up the Locations tab, you can see that the only library in the Montana Academic Libraries group that has this book is the Mansfield Library at the University of Montana in Missoula. Knowing this, you can scroll back up to the top of the page and click on "Interlibrary Loan."

Guest ☆ e-Shelf My /

New Search Journal Titles Tags **Interlibrary Loan** Citation Linker Help Lan

This takes you to the Interlibrary Loan Form page, which you can also get to directly from the library home page:



The screenshot shows the Rocky Mountain College website's Interlibrary Loan Form page. The page has a green header with the college's name and logo. Below the header is a navigation menu with links for Home, Academics, Library, and Interlibrary Loans. The main content area is titled "Interlibrary Loan Form" and contains a form with various fields for user information and book details. The form includes sections for "Personal Information" (Name, Address, Phone, Email), "Request for a" (Book, Journal Article, Other Media), "Book/Other Media Information" (Title, Author), and "Journal Information" (Journal Title, Article Title, Article Author). There are also fields for "Year", "Issue", "Date", "Pages", and "PMID number if a PubMed Request". A note at the bottom states: "We can obtain most materials at no cost to you. However, in some rare instances there may be a charge."

Simply fill in your information and the information about the book you want and click submit; Rocky staff will contact the Mansfield Library and order the book for you. You can do this for any book or article you want that Rocky doesn't have, even if you found out about it somewhere other than Primo. We can get material from libraries all over the world!

Primo can be a very useful search tool. If you need further help with it, you can go to the [Primo Help tab](#), email the library at ill@rocky.edu, or call the library at 406-657-1087.

Happy Researching!