## 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".



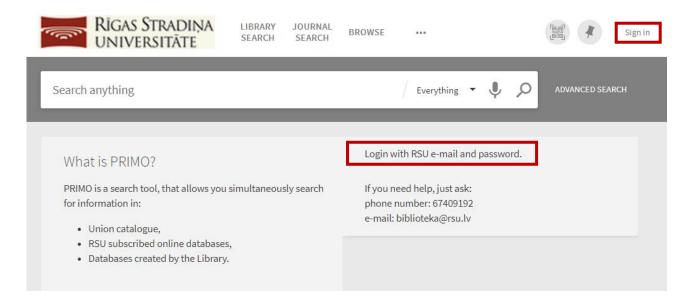


RESEARCH SUPPORT

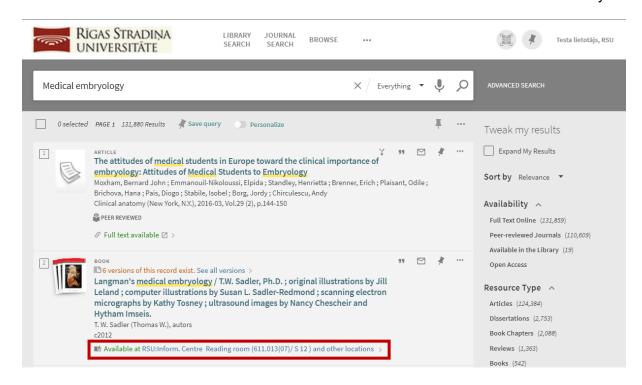
SERVICE ACCESS POINTS AND OPENING HOURS

SERVICES

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

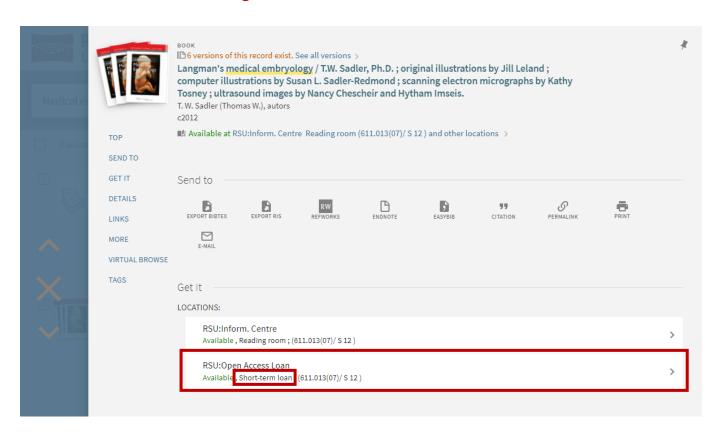


4. Search for the needed book. Choose an item that is available at the RSU Library.

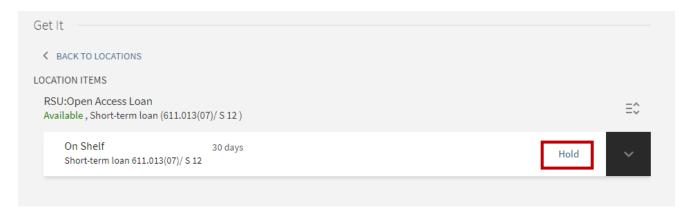


5. Check the available books and choose the item that is for "Short-term loan" or "Long-term loan".

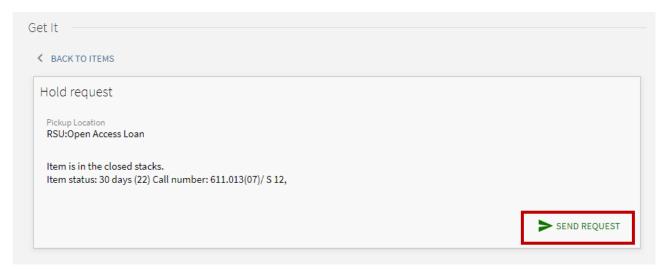
NB! Resources with the mark "On the spot" or "Reading room" are only available at the reading room!



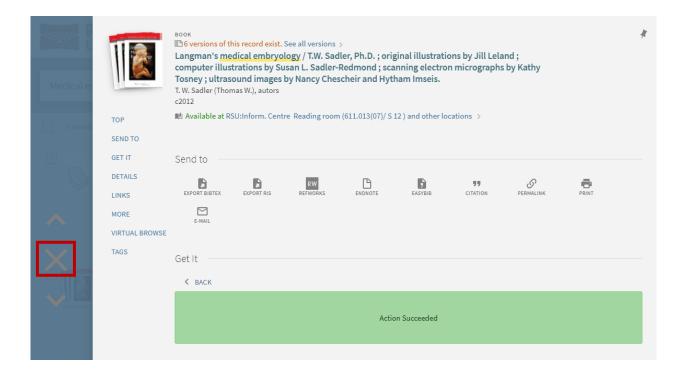
6. Choose the available item, check the time period for which it can be loaned and choose the option "Hold".



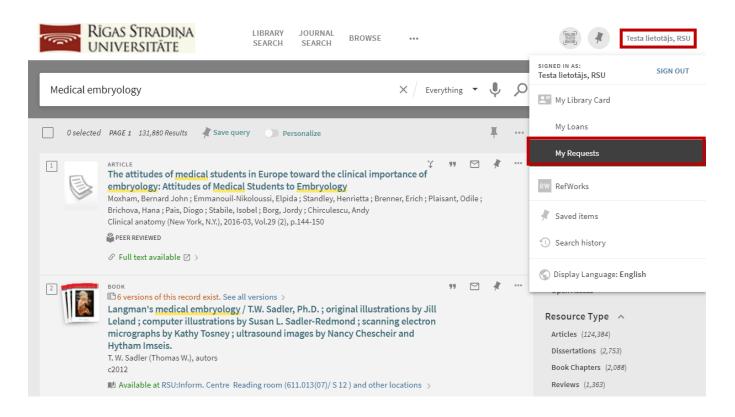
7. Check the data about the item. If you have chosen the needed item, choose the option "Send request".



8. You will receive the confirmation that the "Action Succeeded". Close the item view.



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



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

