Welcome to the Oxford Archaeology & Anthropology Libraries

Archaeology & Anthropology Undergraduate Induction
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The Bodleian Libraries Service offers:

- **30 libraries including**
  - Social Science Library, Radcliffe Science Library, Philosophy & Theology, Latin American Studies, Central Bodleian reading rooms etc.
  - [http://www.bodleian.ox.ac.uk/libraries](http://www.bodleian.ox.ac.uk/libraries)
- 66,000 + e-journals
- 160,000 e-books
- 1,400 databases
- 12 million print volumes (1,000 items added weekly)
- 3,800 study spaces with wireless network
USEFUL SITES:

1: Tylor
2: Balfour
3: Radcliffe Science Library (RSL)
4: Sackler Library (Archaeology)
5: Social Science Library (SSL)
6: Bod Map Room (in Weston Library)
Tylor Library

Subjects covered:
Social and Cultural Anthropology;
Medical Anthropology; CEA
History
Linguistics
Sociology

Opening times
Mon—Fri: 9.30am-5.30pm
Sat: 1pm-4pm (week 1 through 8)

What can I borrow:
5 books for 1 week

http://www.bodleian.ox.ac.uk/anthropology
Study spaces in the Tylor

**Bagby Room**
Quiet study space

**Group Study Room**
Bookable for group discussion

**Basement room.**

- 6 people
- Up to 3 hours
- 9.30am-5pm, Mon-Fri

www.bodleian.ox.ac.uk/anthropology/services/group-study-room
Balfour Library

Subjects covered:
Archeology and anthropology
Museology
Material culture including art and traditional music

Opening times (term time)
Mon—Fri: 09.00-17.00 (last entry 16.30).

What can I borrow?
3 books for 1 week

https://www.prm.ox.ac.uk/balfour
Subjects covered:
Classical archaeology, Prehistoric archaeology of Europe and North Africa; Medieval European archaeology; Theoretical and scientific archaeology; South Asian and East Asian art and archaeology

Opening times
Mon—Fri: 9am-10pm
Sat: 11am-6pm

What can I borrow:
LGF, GF and 1st F: 6 books for 1 week.
Floors 2 & 3: all items confined

http://www.bodleian.ox.ac.uk/sackler
Machines (of various types) available in many libraries

Before using them please check:-

1) Are you registered in that library?

2) Have you paid off all your fines?

3) Have you returned books to a member of library staff – not a box?

N.B. They are ISSUE machines NOT for returns
Your **username** is the 7-digit number on your University card.

Your **default password** is your DOB (e.g. 01JAN1998).

You need to reset your password @ [https://register.bodleian.ox.ac.uk/](https://register.bodleian.ox.ac.uk/)
Use your **Single Sign On (SSO)** (issued by IT Services) to:-

1. **login to SOLO** (the catalogue)

2. and **MyAccount** (renew books; order stack requests)

3. **access online resources off-campus**

**Remember to logout when using public access PCs**
Search for
• Books and e-books
• Journals and e-journals
• Databases
• Digital collections

Manage your account using My Account (SSO) to:
• Renew your loans
• Check your loans history
• Check for fines
• Save and export references via your e-shelf

Request
• Place holds (reservations)
• Make stack requests

http://solo.bodleian.ox.ac.uk
SOLO Live Help

You can also text us on: 02080 953910
Monday-Friday, 8am-5pm

About SOLO

Coverage
Feedback
Getting Help
SOLO Service Updates and Development

Other Catalogues and Services

Chinese Catalogues
Oxford Research Archive (ORA)
Special Collections catalogues

Additional Information

Library passwords
Book recommendations

Managing your references

RefWorks, Endnote, Zotero, Mendeley, Colwiz, Papers and BibTex

SOLO video tutorials

Searching
Reserving a book
Renewing your books
Saving searches

Signing on
Requesting closed stack material
Using the e-Shelf
Searching SOLO by data
What’s on your reading list and how to find it

Books
Book chapters
Journal articles
What's on your reading list and how to find it
Click “Find and Request” to see which libraries hold print copies and their status.

Click “View all versions” to different editions and electronic copies.
Check the status
Using ‘My Account’

- Renew your loans
- Check your loans history
- Check for fines
Using ‘eShelf’

Save, organise and export items you’ve found in SOLO
Request holds: Stack requests and Reservations

Holds (stack requests). 10 items at a time. Read in the library.

Holds (reservations). Only when all copies of an item are on loan from a library. Email notification.
What's on your reading list and how to find it

Book chapters
Using SOLO to find book chapters


Search using book title (you may also include the book editor). Do NOT search using chapter title or chapter author.
What’s on your reading list and how to find it

Journal articles
What are journals and why use them?

• Regular publications (e.g. weekly, monthly, quarterly, annual)
• “Peer reviewed” – articles are selected by experts
• Examine specific topics in detail
• Report on the most up to date research and ideas
Understanding citations to journal articles on your reading list

• Understanding journal “citations” helps you to find articles quickly
• Some tools require you to search by Journal Title.

Where to search for journals

SOLO “Oxford Collections” is the most comprehensive tool for finding journals. It covers Oxford’s print and electronic journals.

SOLO “Articles and More” covers a very large selection of electronic journal articles but is not quite as comprehensive as “Oxford Collections”.

Oxford Collections  Articles & More  Search Everything
How to search for journal articles


Alternatively use SOLO “Articles & More” (but remember that it’s not quite as comprehensive as “Oxford Collections”)

Search SOLO “Oxford Collections” by journal title (not article title or author)

Search SOLO “Articles & More” by article title, author or keywords

There will often be more than one version of the journal. Click “View all…” to see them.
Viewing different versions of a journal

- Printed journal
- E-journal with few restrictions
- E-journal with restrictions: Online access is restricted to library computers in any of the Bodleian Libraries
Viewing the e-journal

Clicking “View online” opens the “Find it @ Oxford” window listing databases that include the journal.

Check the date coverage beneath each database and compare this to the publication date in the article citation on your reading list. Once you have found a database that covers the correct date click on the title connect.
Legal Deposit

- The Bodleian Libraries are a “Legal Deposit” Library
- Legally entitled to a copy of every item published in the UK and the Republic of Ireland.
- Historically this has allowed us to amass huge printed collections
- In 2013 legal deposit was extended to non-printed items such as ejournals & websites
Restricted items

Some items on SOLO are restricted. The Bodleian receives these items via “Legal Deposit” - legislation which entitles Oxford to a copy of every item published in the UK and Eire.

Legal Deposit items are restricted by law:
• Bodleian Libraries’ computers only
• 1 person at a time
• No copying and pasting

You can usually find an unrestricted copy on SOLO. Look out for the green Online access logo. These can be used on your own computer/device (and from off campus if you log on to SOLO with your SSO). You may also copy and paste although you must respect normal copyright limits.
OxLIP+: for databases, ejournals and online resources

Log in for remote access and to save searches and settings

Refworks

http://oxlip-plus.bodleian.ox.ac.uk/
Library copiers: print, photocopy and scan

Log in with your Bodleian Libraries account
- Username: Barcode number
- Password: Your date of birth in the format 01DEC2000
- Change your password @ https://register.bodleian.ox.ac.uk/

Prices @ www.bodleian.ox.ac.uk/pcas
Add credit @ https://bodleian.pcounterwebpay.com/
More info including swipe card access @ Library Assistant for Oxford Freshers http://www.bodleian.ox.ac.uk/assistant
Help @ pcas@bodleian.ox.ac.uk
Study Skills for Undergraduates

Note taking

Critical thinking

Writing up

Referencing
Your tutors will give you regular feedback in the form of comments on your work. It is reasonable to expect written comments on any work a tutor takes in; but it is rare for tutors to put marks on written work, except for collections. If you are left uncertain about the general quality of your work, do not hesitate to ask.
Study Skills: Sources for help

Online tutorials

Study skills and training
Advice on academic good practice including avoiding plagiarism, managing your workload, taking, referencing and revision. You can also consult your subject handbook and graduate supervisor for advice specific for your discipline.

Plagiarism
Learn how to avoid unintentional plagiarism and

Managing your workload
Tips for effective time management and essay writing

Source: https://www.ox.ac.uk/students/academic/guidance/skills

Source: http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/

Source: https://library.leeds.ac.uk/skills-academic
Online guides for:

http://libguides.bodleian.ox.ac.uk/oxford-anthropology
Library Assistant

All your library info... on the go!

- Find your libraries
- Help on how to get hold of reading list items
- Advice on library WiFi, passwords, photocopying and more
- Use Library Assistant from your mobile, tablet or PC

www.bodleian.ox.ac.uk/assistant
If you have a disability or a Specific Learning Difficulty (e.g. dyslexia), you may be able to register for additional library support such as extended loans.

Please contact the Disability Librarian for further information.

Tel. 01865 283861
Disability.librarian@bodleian.ox.ac.uk
http://libguides.bodleian.ox.ac.uk/disabled-readers
http://www.bodleian.ox.ac.uk/using/disability
What next?

Sackler Library tour:
Monday, 1\textsuperscript{st} Week, 10am (30 mins)
Meet in the Foyer of the Sackler Library.
Bring your Bod card!

Understanding reading lists and referencing class
Wednesday, 4\textsuperscript{th} week, 1pm-2pm. IoA Seminar Room.
Email me in advance with any questions that have come up.
Any questions?