Welcome to the Oxford Anthropology Libraries

Postgraduate Induction
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Helen Worrell
Helen.Worrell@bodleian.ox.ac.uk

Mark Dickerson
mark.dickerson@prm.ox.ac.uk
The Bodleian Libraries Service offers:

- 30 libraries including
  - Social Science, Radcliffe Science, Philosophy & Theology, Latin American Studies, Central Bodleian reading rooms etc.
  - 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: Social Science Library (SSL)
5: Bod Map Room (in the 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:
10 books for 2 weeks

http://www.bodleian.ox.ac.uk/anthropology
Tylor Library (Ground Floor)

Helen Worrell (Tylor Anthropology Librarian)’s Office

Martin Pevsner’s (Tylor Library Assistant) office
anthropology-enquiries@bodleian.ox.ac.uk

Entrance
Study spaces in the Tylor

Bagby Room
Quiet study space

Group Study Room
Bookable for group discussion

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

www.bodleian.ox.ac.uk/anthropology/services/group-study-room
Subjects covered:
Archaeology 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?
1st year: 6 books for 2 weeks
2nd year: 12 books for 4 weeks

https://www.prm.ox.ac.uk/balfour
Subjects covered:
Forensic Anthropology;
Biology
Medical Anthropology

Opening times (term):
Mon-Fri: 8.30am-10pm;
Sat: 10am-4pm; Sun: 11am – 5pm

What can I borrow:
15 books.
Short loan: 10am next day;
Normal loan: 7 days
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/
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
The basics:
Finding books and articles in SOLO
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.
**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”
How to search for journal articles


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

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

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
  - Find & Request
  - Details & Links
  - Reviews & Tags
  - More
  - Permalink

- E-journal with few restrictions
  - Online access
    - View Online

- E-journal with restrictions
  - Online access is restricted to library computers in any of the Bodleian Libraries
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.
PCAS: Print, Copy & Scan

- 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 information and how to set up swipe card access from your University card @ http://www.bodleian.ox.ac.uk/using/copy/pcas
Do you have an old PCAS account?

- Bodleian Libraries introduced a new PCAS system on 6 Sept 2016
- If you have credit on an old PCAS account (from before September 2016) you can transfer this @ http://pcasportal.bodleian.ox.ac.uk/
- Any problems contact pcas@bodleian.ox.ac.uk
Advanced study skills: Reading around your topic
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/
Anthropology Plus // IBSS

Reading around a topic

Doing a literature review
Online guides for:

- Anthropology
- Reference management
- Using SOLO
- Open Access

http://libguides.bodleian.ox.ac.uk/oxford-anthropology
Workshops in information discovery and scholarly communications

• [http://libguides.bodleian.ox.ac.uk/iskills](http://libguides.bodleian.ox.ac.uk/iskills)
• Workshops for postgraduates & researchers
• Topics:
  – information discovery and finding scholarly materials
  – reference management (Endnote, RefWorks, Zotero, Mendeley, Papers and ColWiz)
  – keeping up to date with emerging research
  – measuring research impact
  – copyright and intellectual property
  – open access publishing
  – managing research data
Disabled readers/ Readers with SpLDs

• 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?

Graduate Research Skills:
Monday afternoon, week 2.
Introduction to key resources
Effective literature searching
Using reference managers
Keeping up to date

2pm-3pm: VMMA
3pm-4pm: Med Anth
CEA
4pm-5pm: Soc Anth
Any questions?