Welcome to iSkills: Using Oxford Libraries Remotely

Trinity 2020 – Alan Brown, Rachel Childs & Helen Bond

Try to open the ‘Chat’ column in Teams and say ‘Hi’
Today's session

• Update on current circumstances
  ➢ Questions

• SOLO – remotely accessible resources; ebooks
  ➢ Questions

• SOLO – journals; articles; saving and exporting results
  ➢ Questions

• When you can't find something? Troubleshooting
  ➢ Questions

• LibGuides; find & use databases; research support
  ➢ Final questions
The current circumstances

• Updates – Keeping the University reading; @bodleianlibs; https://www.bodleian.ox.ac.uk/

• Libraries closed to readers and staff; no access to physical holdings

• All ‘internal’ document delivery services (Scan & Deliver, mediated copying) suspended

• Interlibrary Loans: operating but very limited.
What have we been doing?

- Purchasing more digital resources and buying items on request where possible.
- Temporary access to some non-purchased material negotiated. Updated information can be found in the eBooks LibGuide.
- Streamlined online access via BrowZine.
- Due dates extended and fines accrued during this period will be waived. Please keep hold of books for now.
Remote access

Oxford SSO (Single Sign On) in SOLO (and some other search tools) to authenticate your entitlement as a University member to access the Libraries' subscriptions.

Contact IT Services for help with SSO problems

The Oxford VPN service

Visit IT Services for help setting up a home computer for VPN:

https://help.it.ox.ac.uk/network/vpn/index
Using SOLO: Sign in

Sign in to SOLO using your Oxford SSO (Single Sign On)

Gives remote access and access to more search results
Using SOLO

A single ‘simple search’ box is default.

‘Search everything’ is the default search scope (covers the majority of printed & physical holdings, e-books, e-journals, databases, articles within e-journals and other sources).

Submit a ‘mixed keyword’ search. SOLO will search for the words in any order anywhere in the record.

(Tips: keep the query simple: avoid punctuation; don’t copy & paste a full bibliographical reference)
After a query has been submitted, SOLO will display a list of results with a ‘brief display’ of each.

Options to ‘Sort & Filter’ the results display on the left.
Click on ‘Show Only: Online Resources’ to show results only for online items.

Consider excluding Electronic Legal Deposit items (online but not remotely accessible)
This example is filtered for Online Resources and Books, with eLD items excluded.

Your selections can be removed here.

SOLO clusters different versions of items (different editions or formats).
Green means Go! The item is accessible remotely.

A physical copy will appear in a clustered record, even though we filtered for online resources, wherever we own both formats.
What you see after you click ‘Online access’ varies depending on the provider or the license we have purchased.

Here is an example ebook from EBSCO

Access here is quite restricted
Here is another example from a different provider with different options.
Here is an example using ADVANCED SEARCH with the following search criteria:

- **Author/Creator**: contains **richard pring**
- **AND**: Any field contains **education research**

The search is set to search everything and includes articles in any language and any year.
Advanced Search for ‘Articles’; by Author: Richard Pring relating to ‘education research’

- Standard Online access
- Direct ‘Browzine’ link to a subscription version from an eLD record
- Standard and ‘Browzine’ links to subscription providers
Some journals are supplied by several providers. Note the date range can vary before proceeding.

e.g. Advanced Search: Journals which contain ‘proceedings national academy sciences America’ in the title.
Other aspects of SOLO

At the top of your search results:

Save search queries for later

From a record in SOLO:

Save records to your ‘Favourites’
Other aspects of SOLO

Get to your ‘Search History’ and ‘Favourites’

Set alerts for your new items answering to your saved searches
Label and Sort Favourites

(You can also save searches from your search history)
Supported reference managers include

- RefWorks
- Endnote
- Mendeley

[LibGuides and Workshops are available: https://libguides.bodleian.ox.ac.uk/reference-management/intro]
Access citation styles to copy into your preferred reference manager.

MLA (7th edition)


Remember to check citations for accuracy before including them in your work.
We are currently preparing videos with more in-depth guidance on finding things. They will soon be available at the following web-link:

https://ox.libguides.com/workshops/videos

Subjects to be covered include:

- Run effective literature searches
- Find monographs and other scholarly items in Oxford Libraries using SOLO
- Search for journal articles using subject databases and scholarly search engines
- Search for theses and dissertations from around the World using Proquest and eTHos
- Search for theses from Oxford University using SOLO and ORA
- Search for conference papers using Proquest, OCLC and other databases
Troubleshooting access problems

- Some errors with remote access can be resolved by clearing cookies and cache in your browser via settings, or using a private/incognito tab (which ignores cache and cookies); or try a different browser.
- Occasionally VPN may interfere with authentication, so try switching it off.
- Access to a resource might be broken or a subscription may have lapsed. E-Resources can check and have the link restored or remove the resource if there is no longer a subscription. Email: reader.services@bodleian.ox.ac.uk
Troubleshooting access problems

- Sometimes an article record may fail to link to the provider but linking to the provider from the relevant journal record and navigating to the article there works (the article record should be reported).
- E-book download issues: if you have an internet connection, read online; Some providers require registration on the site; temporary offline reading usually requires Adobe Digital Editions (free) and it is best to create an Adobe ID. Consult our e-books LibGuide: https://libguides.bodleian.ox.ac.uk/e-books
- Email reader.services@bodleian.ox.ac.uk
Interlibrary loan: the scope of our service is very limited due to other academic libraries' services also being compromised but some may be able to supply from their electronic subscriptions.

A interlibrary loan request can be submitted online here: https://solo.bodleian.ox.ac.uk/interlib.

At this time requests are free but you do need to enter your PCAS (Print Copy & Scan) account to submit a request. Information on PCAS and your account can be found below and at this link: https://www.bodleian.ox.ac.uk/using/copy/pcas.
What to do if you cannot find something remotely online

Request a purchase: Subject librarians are doing their best at this time to purchase material digitally on request where possible.

There is an online web-form:

https://www.bodleian.ox.ac.uk/subjects-and-libraries/recommendations

Last resort: previews on Google Books and Amazon, or publisher sites, can give you some material – occasionally you get lucky and a whole chapter is there.
PCAS (Print, Copy & Scan)

PCAS refers to networked copying and printing facilities across Bodleian Libraries. All users have an online PCAS account to which credit can be added. The login is drawn from the user's 'Bodleian Library' account login (also used for logging on to library computers and wifi):

Username = seven numeral barcode on your Bod card;
Password: can be set at https://register.bodleian.ox.ac.uk/

A PCAS account is normally also used to pay for:
Scan & Deliver (currently not available).
Online Interlibrary loan requests (currently free but your PCAS login is needed to submit the form)

https://www.bodleian.ox.ac.uk/using/copy/pcas
Useful Links on SOLO’s front-page

**Live Chat**

**Useful Links box**

**Subjects & Libraries** – find your subject librarian and libraries

**LibGuides** – all our library guides to search and browse [Some may not be up to date with current situation]
ORLO (Oxford Reading Lists Online): reading lists are usually embedded in Canvas, or your tutor sends you a link. Find and manage all your lists here.


Special Collections: dedicated catalogues and information

Contact: specialcollections.enquiries@bodleian.ox.ac.uk
Databases: Search tips

**Boolean operators** — combine your search terms with **AND, OR, NOT** to focus, broaden and exclude results

**Truncation** — usually * to find variant word endings/plurals
  e.g. **librar** finds library, libraries, librarian, librarians, librarianship

**Wildcard** — usually ? to replace a single character
  e.g. **analy?e** picks up analyse / analyze
  **behavio?r** picks up behaviour / behavior
Phrase searching – use “ ” for exact phrases
e.g. "information literacy" or "happiness index"

Proximity searching – how close together your search
terms appear, usually NEAR/n or N/n
e.g. Librar* NEAR/3 (happiness OR happy)
Librar* N/3 (happiness OR happy))

Thesaurus – try using the subject headings or thesaurus
terms provided by the database
Research support

From your subject librarian
www.bodleian.ox.ac.uk/subjects-and-libraries/subjects/librarians

Subject guides
https://libguides.bodleian.ox.ac.uk/home/subjects

Getting started – including ORLO tips
https://libguides.bodleian.ox.ac.uk/home/basics

Workshops
http://libguides.bodleian.ox.ac.uk/workshops
Research support

Keeping up to date with research in your field
https://libguides.bodleian.ox.ac.uk/workshops/Gettinginfo

Reference management
https://libguides.bodleian.ox.ac.uk/reference-management

Open Access publishing  http://openaccess.ox.ac.uk

Research Data Management  http://researchdata.ox.ac.uk

Copyright and intellectual property
https://www.bodleian.ox.ac.uk/using/copy/copyright
Getting help

COVID-19 Bodleian updates
- Keeping the University reading
Email
- your subject librarian
- reader.services@bodleian.ox.ac.uk
Live Chat via SOLO
Ask a Librarian (out of hours web form)