Please log on to a computer

Enter your University/Library barcode number

Enter your Bodleian Libraries password. The default password is your **own** date of birth in the format **03AUG1997**

If your password doesn’t work reset at [https://register.bodleian.ox.ac.uk](https://register.bodleian.ox.ac.uk)

Please change your password as soon as possible at [https://register.bodleian.ox.ac.uk](https://register.bodleian.ox.ac.uk)
Getting Started in Oxford Libraries

Alan Brown and Helen Bond
In this session...

- So many libraries, which one to pick?
- Finding physical and online materials via SOLO
- Finding key databases in your subject area
- Literature searching
- More information for researchers
Handouts are available from:
http://libguides.bodleian.ox.ac.uk/workshops/handouts
OXFORD LIBRARIES FOR YOU
Collections
11 million printed items ... not just books

81.5k journals
815k ebooks
1350 databases
Study spaces
Quiet > less quiet
Historic > modern
Computing facilities
Some have discussion rooms
Some have cafes
Services

Help via enquiry desks, Live Chat and Ask a Librarian

Photocopying, printing and scanning + 3D printing

Document supply
Research Support

Literature searching

Support for specialist materials

Reference management

Measuring impact

Open Access
THE LIBRARIES:
WHICH LIBRARIES TO USE
Which Libraries may I use?

University members

• Your **own** College Library

• All 29 Bodleian Libraries

• Oxford’s digital library materials

• You may apply to join some of the Libraries listed as “other libraries”
Which Libraries may I use?

Not a current University member?

Bodleian card holders:

• Term Time: Group 1 Bodleian Libraries (see [http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/access](http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/access) but basically all Libraries except Libraries with Faculty in the title, Sainsbury Library at the Said Business School, Health Care Libraries, Tylor Library)

• Vacation: All Bodleian Libraries

• [http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/cards](http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/cards)
...but which libraries are best for me?

• If you’re looking for something specific – consult SOLO

• Which Bodleian Libraries to use?
  – Consult Oxford LibGuides
    [http://libguides.bodleian.ox.ac.uk](http://libguides.bodleian.ox.ac.uk)
  – Speak to your subject librarian
    [www.bodleian.ox.ac.uk/subjects-and-libraries/subjects/librarians](www.bodleian.ox.ac.uk/subjects-and-libraries/subjects/librarians)
Main Libraries for Social Sciences

- Social Science Library (politics, economics, sociology, social policy, international relations, migration studies, African studies)
- Bodleian Law Library
- Sainsbury Library at the Said Business School (business, finance & management)
- Education Library
- Tyler Library of Social and Cultural Anthropology
- Radcliffe Science Library (Geography and the Environment, Anthropology)
- Balfour Library at the Pitt Rivers Museum (anthropology)
- Nuffield College Library
Main Libraries for Humanities

- Old Bodleian Library
  (Classics, English, History, Philosophy, Theology)
- Weston Library
  (Special Collections)
- Taylor Institution Library
  (Modern Languages, European Film)
- Sackler Library
  (Classics, Ancient History, Egyptology and Assyriology, Archaeology, Art and Architecture)
- English Faculty Library
- History Faculty Library in the Radcliffe Camera
- Philosophy and Theology Faculties Library
- Music Faculty Library
- Vere Harmsworth Library, Rothermere American Institute (American Studies)
- Welcome Unit for the History of Medicine Library
Main Libraries for Area Studies

• Oriental Institute Library (Islamic World, Arabic, Persian and Turkish; Hebrew and Jewish Studies, Eastern Christianity; South and Inner Asia, India, Pakistan, Sri Lanka, Tibet and Nepal)
• Bodleian Japanese Library
• KB Chen China Centre Library
• Leopold Muller Memorial Library for Hebrew and Jewish Studies
• Latin American Studies Library
Main Libraries for Maths, Physical and Life Sciences

- Radcliffe Science Library & Alexander Library of Ornithology (both at RSL)
- Sherardian Library of Plant Taxonomy
- Earth Sciences Library
- Mathematical Institute Library
Main Libraries for Medical Sciences

- Radcliffe Science Library (in town centre)
- Cairns Library at the John Radcliffe Hospital
- Knowledge Centre at the Old Road Campus
- Girdlestone Memorial Library, Nuffield Orthopaedic Hospital
- Horton Library at the Horton Hospital
All subjects

- Weston Library
  (Special Collections in all subject areas)
- Rewley House Continuing Education Library
- Bodleian closed stack
What about borrowing?

• Legal Deposit materials are reference only

• Reference only libraries
  – The Old Bodleian Library
  – Bodleian Law Library
  – Most closed stack items

• Most other Bodleian Libraries lend non legal deposit materials
Opening Hours, contacts etc

- Term and vacation hours vary
- Check “Library Assistant”

OR

http://www.bodleian.ox.ac.uk/subjects-and-libraries/opening-hours
Quiet
Historical Architecture
Open late (& Sundays)

Cafe
Modern Architecture
Views

Warm
Group study rooms
Lots of Natural Light
## Logins and passwords

Some library facilities and resources require a login:

<table>
<thead>
<tr>
<th>Reader PC computers</th>
<th>Patron Functions in the online catalogue &amp; remote access</th>
</tr>
</thead>
<tbody>
<tr>
<td>WiFi Network</td>
<td>Print, Copy &amp; Scan facilities</td>
</tr>
</tbody>
</table>
Logins and passwords

Oxford Single Sign-On (SSO):

**Users:** Only current members of the University (excludes alumni and retired staff).

**Use this for:** Signing-in to the online library catalogue SOLO in order to place closed-stack hold requests, renew loans and reserve items. Also gives current University members **off-site access** to most subscription electronic resources. (Also used to access University webmail)

**Login details:** Usually issued by your college or department.

For assistance in activating an SSO, getting a reminder of your username, or resetting your password, Contact: IT Services, Banbury Road
**Logins and passwords**

**Bodleian Libraries Account:**

**Users:** All registered users of the Bodleian Libraries.

**Use this for:** Signing-on to the online library catalogue SOLO (if you do not have an Oxford SSO login) in order to place closed-stack hold requests, renew loans and reserve items.

Logging on to reader PCs in the Libraries.

Logging on to the ‘Bodleian Libraries’ WiFi network.

Using PCAS (Print, Copy & Scan) services.

**Login details:** The **barcode number** on your card and a **password**. You will need to set up your own permanent Library Account password by visiting [https://register.bodleian.ox.ac.uk](https://register.bodleian.ox.ac.uk) and following the instructions there.
Logins and passwords

Library Account: Resetting the default password.

Step 1: Go to register.bodleian.ox.ac.uk
Enter barcode number and letters displayed

- An automated email will be sent to your registered email address
- The email contains a web-link.

Step 2: Follow the web-link to reset the password.
Log on with your ‘Bodleian Library’ account username and password.

- MS Office, Endnote & RefWorks
- SPSS (in SSL) and ArcGIS (SSL and RSL)

**Important:** Always save work externally before logging-off or before the PC times out. Files are NOT saved locally and CANNOT be retrieved.
IT: Laptops and other devices

Wifi connectivity: Eduroam or “Bodleian Libraries”. Instructions on “Library Assistant for Oxford Freshers”
https://www.bodleian.ox.ac.uk/assistant
PCAS (Print, Copy & Scan)

PCAS is a networked service providing photocopying, scanning and printing facilities across the Bodleian Libraries.
Go to:

www.bodleian.pcounterwebpay.com:

Or use the shortcut on the PC desktop:
PCAS (Print, Copy & Scan)

Topping up your PCAS account online:

Go to www.bodleian.pcounterwebpay.com:

Top up via the PCAS website with a debit or credit card.
PCAS (Print, Copy & Scan)

Topping up your PCAS account with cash:

1. At the PCAS Cash Loader.
   Located near the Main Enquiry Desk at the north end of Lower Reading Room.
   Takes notes and coins. (There is a change machine on the ground floor).
   Log in with your University/Library card using the touch panel. You will be asked to enter your account details on the touch screen. This will link your card for easy touch login subsequently.

2. At a Library which operates a cash till (eg. History Faculty Library in the Lower Camera).
Printing via PCAS is possible from Bodleian Libraries computers, and from your laptop or from outside the libraries using

https://remoteprint.bodleian.ox.ac.uk/

Print jobs are held in the network for up to 72 hours until they are selected for release from any PCAS machine.

Printing at a PCAS machine directly from a USB is possible for PDF files (not Word Docs).
PCAS (Print, Copy & Scan)

Information and guides can be found online:

https://www.bodleian.ox.ac.uk/using/copy/pcas

Email: pcas@bodleian.ox.ac.uk

Your PCAS account is also used to pay for:

Scan & Deliver (a service available via SOLO for requesting scans from items held in offsite storage).

Interlibrary loan requests, which are now submitted online: https://solo.bodleian.ox.ac.uk/interlib
For a more in-depth look at finding things in SOLO

https://libguides.bodleian.ox.ac.uk/workshops/Findingstuff

Runs twice in Michaelmas and once in Hilary and Trinity term.

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
• Union catalogue for all University Libraries
• Main discovery tool for the libraries’ printed and electronic holdings (Some material falls outside its scope: eg, Special Collections (manuscripts))
• Physical items can be requested/reserved; online items can be accessed; loans and requests can be managed
Signing in to SOLO

Topping up your PCAS account online:

Sign-in at the top right

Two options:

**Oxford Single Sign On**

Choose this option if you have a University of Oxford single sign-on username (SSO) e.g. abcd0123

[Forgotten password?](#)

**Other Bodleian card holders**

Choose this option if you do not have a University of Oxford single sign-on username (SSO)

[Forgotten password?](#)
Benefits of signing into SOLO with your Oxford SSO =

More search results: some providers only allow their resources to be discoverable by members of subscribing institutions;

Access to ‘patron functions’: Requesting items from offsite storage; putting holds on items on loan to others;

Access to ‘My SOLO’: Renewing loans; accessing search history, saved searches/records, notifications of fines
### Loans

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Author</th>
<th>Due Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C++ primer</td>
<td>Lippman, Stanley B.</td>
<td>09/10/18 23:59</td>
<td>Radcliffe Science Library Level 5</td>
</tr>
<tr>
<td>2</td>
<td>Elliptic curves : diophantine analysis</td>
<td>Lang, Serge, 1927-2005</td>
<td>09/10/18 23:59</td>
<td>Radcliffe Science Library Level 5</td>
</tr>
</tbody>
</table>

### Requests

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suffolk : outstanding circular waltz</td>
<td>HOLD. In process</td>
<td>Pick up: Radcliffe Science Library Desk</td>
</tr>
<tr>
<td>2</td>
<td>Suffolk : 40 coast and country waltz</td>
<td>HOLD. In process</td>
<td>Pick up: Radcliffe Science Library Desk</td>
</tr>
</tbody>
</table>

### Fine + fees

- Current fines balance is **-0.20**.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Status</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Late return</td>
<td></td>
<td>Prosocial behaviour / Debit (0.20)</td>
<td>13/09/18</td>
</tr>
</tbody>
</table>

### Blocks + messages

- There are no blocks or messages.
<table>
<thead>
<tr>
<th>Loans</th>
<th>Due date - newest</th>
<th>Sort by</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Loans</td>
<td>Due: 18/03/20, 23:59. Weston RBMSS (Collect at RR1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan History</td>
<td>Due: 18/03/20, 23:59. Weston RBMSS (Collect at RR1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>A catalogue of the entire and valuable books and manuscripts in the collection of the late William Cecil, Earl of Salisbury... Leigh and Sotheby.</td>
<td>Due: 18/03/20, 23:59. Weston RBMSS (Collect at RR1)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A catalogue of the entire and valuable books and manuscripts in the collection of the late William Cecil, Earl of Salisbury... Leigh and Sotheby.</td>
<td>Due: 18/03/20, 23:59. Weston RBMSS (Collect at RR1)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Internationales Jahrbuch des deutschen Jahrgangs...</td>
<td>Due: 10/03/20, 23:59. Bod Lower Self-Collect</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fancy dresses described, or, What is now called children's and nursery wear... Holt, Ardern.</td>
<td>Due: 21/02/20, 23:59. Weston Mackerras (RR1)</td>
<td></td>
</tr>
</tbody>
</table>
Search queries are stored in ‘search history’ (when signed in) where they can be deleted or saved.
Individual records from your search results can be saved. Individual or grouped records can be labelled for organisation, exported and more.
Searching is set to ‘Search Everything’ by default. Combines:

– “All Libraries and Collections”
– “Articles”

An “All Libraries and Collections” search comprises:

• Printed/physical holdings
• Online books, journal, databases (searched by title – does not search within these resources)

An “Articles” search searches:

• “Primo Central” (cross disciplinary resource)
• Articles via Electronic Legal Deposit
• ORA (Oxford Research Archive)
SOLO: Requesting items from offsite storage

**Find & Request**

Please sign in to see request options and to place requests. 

**LOCATIONS:**
- Bodleian Library
- Corpus Christi College Library
- Exeter College Library
- Harris Manchester College Library
SOLO: Requesting items from offsite storage

Bodleian Library

M95.E00807
(Stored Offsite)

Books 700033547
Closed Stack

Hold
Scan & Deliver

Hold request

Item is from closed stacks.
Item status: Closed Stack (40) Call number: Per. 18961 e. 517.
Item Description: ser9:6 (1912)

Fields marked with * are mandatory.
Most Bodleian Libraries Closed Stack items will be for consultation in the library only - check with your local library for details.
Information on delivery times for closed stack items.
N.B. Additional author, title & volume information need only be added if necessary to clarify your request.

Delivery/Pickup Location

- Bod Upper Staffed Desk
- Bod Upper Self-Collect
- China Centre Library Desk
- Education Library Desk
- English Faculty Library Desk

Send Request

RESET FORM
SOLO: Tips

Sign-in to SOLO with your SSO (you get more results).

If too many irrelevant results (e.g., for a book search), consider switching from “Search Everything’ to ‘All libraries/collections’

There is lots of help available – e.g., the SOLO LibGuide. https://libguides.bodleian.ox.ac.uk/solo/

Don’t forget: SOLO Live Help (Live Chat, 9am-5pm, Mon-Fri)
TRY OUT SOLO
Databases

• Primary sources
  – Primary texts (e.g. literary, philosophical, theological texts)
  – Historical documents (e.g. digitized diaries, letters, official documents)
  – Legal, government and official papers
  – Images and pictures

• Secondary sources (full text)
  – Books and Journals (but you can access these from SOLO)
  – Theses and Dissertations
  – Conference and working papers
  – Data and statistics

• Secondary sources (bibliographic databases / indexes and abstracts)
  – Journal articles, conference papers, theses, working papers
  – Brief details and abstract
  – Allow you to search across the scholarly literature
Which databases should I use?

Databases A-Z
https://libguides.bodleian.ox.ac.uk/az.php
A-Z listing all databases
To browse by subject choose the Subject from the drop-down menu

LibGuides
(http://libguides.bodleian.ox.ac.uk)
Subject guides highlight the most important databases and provide guidance on using them
Databases A- Z

Things to look out for

- Freely available website
- Registration required
- Extra username/password required
- SSO required
LITERATURE SEARCHING TASTER
RESEARCH SUPPORT
Searching and literature review
Keeping up to date
Measuring impact and bibliometrics
Reference management
Training and Support

Research Data Management
Copyright and Intellectual Property
Training and Support

Geospatial information and data
Research Support

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

• Workshops
  http://libguides.bodleian.ox.ac.uk/workshops

BODLEIAN i-Skills
GETTING HELP
Ask a librarian

- In person at an enquiry point
- By email
  - Your subject librarian
    www.bodleian.ox.ac.uk/subjects-and-libraries/subjects/librarians
  - Ask an Oxford librarian
    http://www.bodleian.ox.ac.uk/ask
- Via Live chat
  - On the SOLO home page
    (http://solo.bodleian.ox.ac.uk)