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

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

Alan Brown and Jen Gallagher
In this session...

- So many libraries, which one to pick
- Finding key databases in your subject area
- Finding physical and online materials via SOLO
- Literature Searching
- More information for researchers
Handouts are available from:
http://libguides.bodleian.ox.ac.uk/workshops/handouts
WHAT WOULD YOU LIKE TO GET OUT OF THIS SESSION?
100 Libraries
+ digital library
+ library staff

Collections
- 11 million printed items...not just books...
- 81.5K ejournals
- 815K ebooks
- 1350 Databases
- Quiet....less quiet
- Historic - Modern

Research support
- Literature searching
- Support for specialist materials
- Reference management
- Research Data Management
- Measuring impact
- Open Access
- Help via enquiry desks, live help and Ask a Librarian

Study Spaces
- Computing facilities
- Some have discussion rooms
- Some have cafes

Services
- Photocopying, printing and scanning
- + 3D printing
- Document supply
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
  – Speak to your subject librarian
    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
COLLECTIONS - FINDING AIDS
Questions

• Have you used SOLO yet?
• How have you found it?
• 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/held; online items can be accessed; loans and requests can be managed
• 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)
Sort & Filter Results

- Include results without full-text access

Sort by

- Relevance

Show only:

- Library
- Resource Type
- Creator

Publication Date

From 1000 To 2018

Refine

Journal Title

Topic

Language

Collection

PAGE 1 3,041,816 Results

1. Mind and World
   Price, Huw; McDowell, John

2. Mind and world
   McDowell, John, 1942-
   c1994 | Cambridge, Mass ; London : Harvard University Press | x, 191 p ; 24 cm

3. Naturalism and the Space of Reasons in Mind and World
   Ho, T.H.
   Routledge

4. Reading McDowell: on Mind and world [electronic resource]
   Smith, Nicholas H. (Nicholas Hugh), 1962-
### Sort and filter options

<table>
<thead>
<tr>
<th>Show only:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Resources</td>
<td>3,040,553</td>
<td></td>
</tr>
<tr>
<td>Open Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer-reviewed Articles</td>
<td>1,383,112</td>
<td></td>
</tr>
<tr>
<td>Physical Items</td>
<td>1,413</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Type</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles</td>
<td>1,725,775</td>
<td></td>
</tr>
<tr>
<td>Dissertations</td>
<td>829,301</td>
<td></td>
</tr>
<tr>
<td>Newspaper articles</td>
<td>198,656</td>
<td></td>
</tr>
<tr>
<td>Reviews</td>
<td>151,093</td>
<td></td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td>41,784</td>
<td></td>
</tr>
<tr>
<td>Government documents</td>
<td>40,188</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>39,231</td>
<td></td>
</tr>
<tr>
<td>Text Resources</td>
<td>9,639</td>
<td></td>
</tr>
<tr>
<td>Reference entries</td>
<td>4,462</td>
<td></td>
</tr>
<tr>
<td>Book Chapters</td>
<td>620</td>
<td></td>
</tr>
<tr>
<td>Journals</td>
<td>332</td>
<td></td>
</tr>
<tr>
<td>Web Sites</td>
<td>161</td>
<td></td>
</tr>
<tr>
<td>Images</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Maps</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>Audio Visual</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Legal documents</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Theses</td>
<td>54</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Library</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>All Souls College Library</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Ashmolean Museum Library</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Bodleian Lower ...</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Bodleian Upper ...</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Philosophy &amp; T...</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Taylor Main Self...</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Vere Harmsworth</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Weston Mackerras</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Reading Room: Weston RBMSS</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>At Staff Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Balfour Lib (Pitt Rivers Mus)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Balliol College Library</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Blackfriars Library</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Bod Japanese Library</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>
Or choose a different initial search parameter
By default SOLO performs a ‘simple search’: for mixed keywords anywhere in the catalogue record, but...
• FYI: SOLO is a responsive website, so the layout changes depending on how big your screen or browser window is
• Things can move to unexpected places!
Signing into SOLO

Sign-in option is at the top right

Two options for signing in:

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

[Forotten password](#)

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

[Forotten password](#)
Signing into SOLO

Once signed in you will see your name and a menu of options for quick access to certain patron functions
Signing into SOLO with your SSO:

More search results including the resources from providers which limits access to subscribers;
Access to ‘patron functions’: Requesting items from offsite storage; putting holds on items on loan to others;
Access to ‘My SOLO’: managing requests/loans (renewing); accessing search history and favourites, notifications of fines
My SOLO

- Allows readers to –
  - Check on their loans and requests
  - Renew their books online
  - Get notifications about fines
  - Store favourites and saved searches
- Has a useful ‘Account Overview’ section

<table>
<thead>
<tr>
<th>Loans</th>
<th></th>
<th>Requests</th>
<th>Fine + fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>C++ primer / Lippman, Stanley B.</td>
<td>DUE: 09/10/18, 23:59</td>
<td>Suffolk: outstanding circular wall... HOLD. In process</td>
<td></td>
</tr>
<tr>
<td>Elliptic curves / diophantine analysis / Lang, Serge, 1927-2003</td>
<td>DUE: 09/10/18, 23:59</td>
<td>Suffolk: 40 coast and country waterways / Flint, Darren, author</td>
<td></td>
</tr>
<tr>
<td>Prosocial behaviour / Bleihoff, Hans Werner, 1948</td>
<td>DUE: 13/09/18, 10:17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine date: 13/09/18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late return</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prosocial behaviour / Debit (0.20)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>There are no blocks or messages</td>
<td></td>
</tr>
</tbody>
</table>
Search History

- SOLO records a search history
  - Quickly re-run a search
  - Check your previous search terms
  - Save a search to My SOLO
Adding Favourites

• Allows you to save a list of books or other documents from SOLO to refer back to later
• You need to be signed into SOLO
Common item statuses in SOLO results:
The status ‘Available’ means the item is in the relevant library. Does not need to be requested. Cannot be reserved or transferred.
(Stored Offsite) / ‘Closed Stack’: Click ‘Hold’ to request the book; ‘Scan & Deliver’ to request a scan of a section from the Scan team at the Storage Facility.

“At Reading Room”: a Bodleian stack book is out to another reader. Click ‘Hold’ to be next in line. (Or try a ‘secondary consultation’).
‘Standard Loan’/’On Hold’: from a lending library collection, on a hold shelf for a reader. ‘Hold’ to be next in line.

<table>
<thead>
<tr>
<th>Location Items</th>
<th>Radcliffe Science Library</th>
<th>QWS504 MAC 2012 Level 7</th>
<th>Standard Loan 601882101 On Hold</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Items</td>
<td>Radcliffe Science Library</td>
<td>QWS504 MAC 2012 Level 7</td>
<td>Reference 606507727 Available</td>
<td></td>
</tr>
</tbody>
</table>

‘Standard Loan’/’Due date...’: on loan to a for a reader. ‘Hold’ to be next in line.

<table>
<thead>
<tr>
<th>Radcliffe Science Library</th>
<th>QE 511 WAT Level 7</th>
<th>Reference 751295237 Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>QE 511 WAT Level 7</td>
<td>Reference 606531628 Due date: 14/10/19 23:59</td>
<td></td>
</tr>
<tr>
<td>QE 511 WAT Level 7</td>
<td>Standard Loan 606559609 Available</td>
<td></td>
</tr>
</tbody>
</table>
‘Online access’ (green): a **subscription** online resource. Can be accessed remotely by University members (via SSO)

‘Online access (orange)’: online resource via **E-Legal Deposit**. Can be accessed only from ‘Bodleian Libraries’ reader computers. (Other restrictions).
Making a ‘closed stack’ request

You *must* be signed in

Find copies from ‘Find and Request’ in the catalogue record.
Select ‘Hold’

Fill out details of delivery location and click ‘Send Request’

1. Hold

2. Delivery/Pickup Location

3. SEND REQUEST
Renewing books

- ‘Renew All’ from the account overview
- Access current loans section of ‘My SOLO’
- Use ‘Loans’ menu option when signed into SOLO
Checking number of renewals

- Readers can see how many times they have renewed a book
“Databases A-Z”: a dedicated search portal for our subscription databases.
Top Tips

1. Sign-in to SOLO with your SSO
2. If too many irrelevant results for a search, consider switching from “Search Everything’ to ‘All libraries/collections’
3. You can limit to ‘Resource Type’ (e.g. book, journal, map...) after you do a simple search.
4. You can decrease the text size in SOLO using ‘CTRL’ and ‘-’ on the keyboard (means you squeeze more records on the screen!)
Top Tips

Use the ‘Feedback’ link to report issues/make suggestions
Look at the ‘You said/we did’ to find out about changes to SOLO
There is lots of help available – look at the SOLO LibGuide!
https://libguides.bodleian.ox.ac.uk/solo/
Don’t forget: SOLO Live Help (real time help, 9-5, 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
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
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.

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 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.
Users: Anyone wishing to use printing, copying and scanning facilities in the libraries.

Login details: The same as your Bodleian Library account.
Misuse of Oxford e-resources

• Remember:
  – Oxford e-resources may be used for study and research but NOT for commercial purposes
  – You may NOT share your password or pass content to anyone else
  – Systematic downloading of large amounts of data is strictly forbidden
PCAS (Print, Copy & Scan) is a networked service providing photocopying, scanning and printing facilities across the Bodleian Libraries.
PCAS (Print, Copy & Scan)

Your PCAS account:

All University and Library card holders automatically have a PCAS account.

The username and password are the same as for your Bodleian Library account.

Go to:
www.bodleian.pcounterwebpay.com:

Or use the shortcut on the PC desktop:
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).
IT - Library workstations

• MS Office, Endnote & RefWorks
• SPSS (in SSL) and ArcGIS (SSL and RSL)
• Log in with your Bodleian Libraries username and password
Connecting to Wifi in the Library

Search wireless networks on your laptop or mobile device

Select a network to connect to

- Bodleian-Libraries  Unsecured network
- OWL  Unsecured network
- Eduroam  Unsecured network

Login using:

- Library Account
- Visitor’s Login via host college or department*
- Eduroam account created at your home institution

After connecting to the network, open your web browser, which should redirect you to the login page for the network

*Oxford members can use a ‘remote access’ account with Cisco VPN Client
IT - Laptops

Wifi

- Eduroam or Bodleian Libraries
- Full instructions on “Library Assistant for Oxford Freshers” – Computers, WiFi and Passwords

Don’t leave your laptop unattended.
RESEARCH SUPPORT
Research Support

- Searching & literature review
- Keeping up to date
- Measuring impact & bibliometrics
- Reference management
and on….

Open Access publishing and the REF

Research Data Management

Copyright and intellectual property

Geospatial information & data
Research Support

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

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