Please log on to a computer

Enter your University/Library barcode number

Enter your ‘Bodleian Libraries’ password.

If your password doesn’t work, please ask the presenters for help.

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

Alan Brown and Rachel Childs
In this session:

- Introducing the libraries
- Using the catalogue and online library
- Finding databases
- Supporting your research
- Next steps
What do we mean by Oxford Libraries?

- Online library
- Library staff
- Bodleian Libraries
- Your college library
- Other libraries
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 [https://www.bodleian.ox.ac.uk/using/getting-a-reader-card/which-libraries-can-i-access](https://www.bodleian.ox.ac.uk/using/getting-a-reader-card/which-libraries-can-i-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
The Libraries
Study spaces

Quiet > less quiet

Some have extended hours

Computing facilities

Some have cafes

Historic > modern

Some have discussion rooms
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
• 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)
- Wellcome 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*
- Sherardian Library of Plant Taxonomy
- Earth Sciences Library
- Mathematical Institute Library

[*Currently based at Vere Harmsworth 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

[*Currently based at Vere Harmsworth Library]
All subjects

• Weston Library (Special Collections in all subject areas)
• Rewley House Continuing Education Library
• Bodleian closed stack
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

13 million printed items and growing... not just books

81.5k journals
815k ebooks
1500 databases
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
Services

Help via enquiry desks, Live Chat and Ask a Librarian

Photocopying, printing and scanning + 3D printing

Document supply
## 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).

**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

[https://www.it.ox.ac.uk/](https://www.it.ox.ac.uk/)
Logins and passwords

Remote Access Account:

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

**Use this for:** Using the Oxford VPN service.

**Login details:** Set up online via the Oxford IT Services website.

For guidance on setting up a home computer Oxford VPN access, see [https://help.it.ox.ac.uk/network/vpn/index](https://help.it.ox.ac.uk/network/vpn/index)

Contact: IT Services, Banbury Road
[https://www.it.ox.ac.uk/](https://www.it.ox.ac.uk/)
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 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)

• *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.
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
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**

1. **C++ primer** / Lippman, Stanley B.
   Due: 09/10/18, 23:59
   Radcliffe Science Library Level 5

2. **Elliptic curves : diophantine anal...**
   Lang, Serge, 1927-2005.
   Due: 09/10/18, 23:59
   Radcliffe Science Library Level 5

3. **Prosocial behaviour** / Bierhoff, Hans Werner, 1948-
   Due: 13/09/18, 10:17
   Radcliffe Science Library Level 5

**REQUESTS**

1. **Suffolk : outstanding circular wal...**
   HOLD. In process
   Pick up: Radcliffe Science Library Desk

2. **Suffolk : 40 coast and country wa...**
   Flint, Darren, author.
   HOLD. In process
   Pick up: Radcliffe Science Library Desk

**FINE + FEES**

1. **Late return**
   Prosocial behaviour / Debit (0.20)
   Fine date: 13/09/18

**BLOCKS + MESSAGES**

There are no blocks or messages
### My SOLO

**Tip: Tick items to enable the Renew Selected option**

**Loans**
- **Active Loans**
  - 43 loans

<table>
<thead>
<tr>
<th>Loan Number</th>
<th>Title</th>
<th>Due Date</th>
<th>Location</th>
<th>Renew</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A catalogue of the entire and valuable art of the 19th century.</td>
<td>18/03/20 23:59</td>
<td>Weston RBMSS (Collect at RR1)</td>
<td>Reno</td>
</tr>
<tr>
<td>2</td>
<td>A catalogue of the entire and valuable art of the 19th century.</td>
<td>18/03/20 23:59</td>
<td>Weston RBMSS (Collect at RR1)</td>
<td>Reno</td>
</tr>
<tr>
<td>3</td>
<td>Internationales Jahrbuch des deutschen Photographen.</td>
<td>10/03/20 23:59</td>
<td>Bod Lower Self-Collect</td>
<td>Reno</td>
</tr>
<tr>
<td>4</td>
<td>Fancy dresses described, or, What a dress!</td>
<td>21/02/20 23:59</td>
<td>Weston Mackerras (RR1)</td>
<td>Reno</td>
</tr>
<tr>
<td></td>
<td>3 search queries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>animal minds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCOPE: Home / Search Everything</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>28/4/2019 13:06:50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>language and thought</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCOPE: Home / Search Everything</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>philosophy of consciousness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCOPE: Home / Search Everything</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>28/4/2019 13:03:48</td>
<td></td>
<td></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:
- “Oxford Collections”
- “Articles”

An “Oxford 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

Hold request

Item is from closed stacks.
Item status: Closed Stack (40) Call number: Per. 18961 e. 517.
Item Description: ser.9:6 (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
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)
Searching and literature review
Databases: What are they?

• 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
Databases: Search tips

**Truncation** – usually * to find variant word endings/plurals

**Wildcard** – usually ? to replace a single character

**Phrase searching** – use “ ” for exact phrases

**Proximity searching** – how close together your search terms appear, usually **NEAR**

**Thesaurus searching** – try using the subject headings or thesauri provided by the database
Keeping up to date with research in your field

https://libguides.bodleian.ox.ac.uk/workshops/Gettinginfo
Measuring impact and bibliometrics

https://libguides.bodleian.ox.ac.uk/workshops/researchmetrics
Reference management

https://libguides.bodleian.ox.ac.uk/reference-management
Open Access publishing

http://openaccess.ox.ac.uk
Training and Support

Research Data Management

http://researchdata.ox.ac.uk
Research Support

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

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

• 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)