E-book and E-journals

To access an e-book or e-journal click ‘Online access’.

If you have chosen an e-journal, you will be taken to the ‘Find it@Oxford’ window where you will see a list of databases that hold the journal. Check the date range shown beneath each database before clicking the title to connect.

Restricted items and Electronic Legal Deposit

You may find items with the notice ‘Online access: Restricted to library computers in any of the Bodleian Libraries’. These items are received through Legal Deposit legislation, which entitles the Bodleian Libraries to a copy of every item published in the UK and Ireland. The Legal Deposit Act 2003 imposes a number of restrictions on these items, including limiting access to Bodleian Libraries workstations only, restricting each item to one person at a time and prohibiting digital copying and saving.

Many ‘electronic Legal Deposit’ items are also available as regular e-journals/e-books which are subject to fewer restrictions. Look out for the green online access logo (● Online access) or ‘Click here for more options’ to find an alternative copy.

Further help and guidance

For further help and contacts see https://libguides.bodleian.ox.ac.uk/solo/help.
Use the ‘Search Everything’ dropdown to limit your search to a particular library, online resources only or physical resources (i.e. not online).

**Advanced searching**

- The advanced search option can help you to limit your search and is particularly useful if you are getting too many results when searching for non-book items or for common titles or author names.

Advanced Search also includes additional options to facilitate searching by publisher, place of publication or publication date. In addition, it allows you to limit your search by date range or language.

**Browse Search**

Browse Search allows you to look through A-Z lists of authors, titles or subjects. It includes physical library materials, e-journals and e-books but not databases or papers indexed in the Oxford Research Archive (ORA).

**Searching for journal articles**

You may search for journal articles using the ‘Articles’ option from the drop down menu. Please note:

- Articles searches a huge range of electronic journal articles but does not include print titles. A small number of e-journals are also omitted. It is best searched by article title and/or author or keywords.

- Oxford Collections covers both printed and e-journals but must be searched by journal title (not article title or author).

**Searching for specialist materials**

For guidance on searching for specialist materials such as maps, music, early and rare books and official papers see [https://libguides.bodleian.ox.ac.uk/solo/specialistmaterials](https://libguides.bodleian.ox.ac.uk/solo/specialistmaterials).

**Refining searches**

Once you have performed a search, use the options that run down the left of the screen to refine your results by topic, library, publication date etc.

**Versions: finding online and print versions and different editions**

When SOLO finds different ‘versions’ of the same work (e.g. different editions or printed and electronic copies), it groups them together. Click ‘n versions of this record exist. See all versions’ to see the individual works. To find works by a specific editor within a very large group of versions, ensure that the sort order is set to ‘relevance’.

**Locating items, ordering from closed stacks and reservations**

To find out which libraries have copies of an item choose ‘Find & Request’. Then click next to each library to check availability and to see the shelfmark.

If the item is kept in the Closed Stack, you will need to order it by signing into SOLO and clicking ‘Hold’. You will be prompted to choose a ‘Delivery/Pickup Location’ where you will read the item. You can track the progress of your holds by entering your account (top right) followed by ‘Requests’. For more information see [https://libguides.bodleian.ox.ac.uk/solo/search](https://libguides.bodleian.ox.ac.uk/solo/search).

You may also reserve a book which is out on loan by placing a ‘Hold’. However, you may not place holds on items which are available in the library.