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.

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Further help and guidance

For further help and contacts see http://libguides.bodleian.ox.ac.uk/solo/help

SOLO is the search and discovery tool for the majority of Oxford’s libraries. You can use it to find printed and electronic books, journals and other items such as theses, maps, music, official papers, audio visual materials and more.

Connecting to SOLO and ‘signing in’

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You will need to sign in to SOLO to:

- Request items from closed stacks or reserve an item which is out on loan
- Renew your books and view your loans, fines and other patron details
- View the full range of online resources
- Access e-books and e-journals when you are off campus

The sign in button is in the top right hand corner of the screen.

Current members of the University of Oxford should use their ‘Oxford Single Sign On’ (SSO). Other Bodleian Libraries members should choose ‘Other Bodleian card holders’ and use their Bodleian Libraries username and password. If you’re not sure of your password see www.bodleian.ox.ac.uk/passwords

Searching

The easiest way to search SOLO is to enter title keywords and/or author names.

As well as author and title you may also enter other bibliographic details such as editors, translators, publishers or publication date. However, you should not include the edition statement (e.g. 2nd ed).

If you are unsure of a spelling you can replace a letter or number with the wildcard ? e.g. Gr?y finds Grey and Gray. Alternatively, you can add * to the stem of a word to find alternative endings, e.g. child* finds child, children etc.
• Use the ‘Search Everything’ menu 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.

• **All libraries/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

**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 including delivery times see 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.