The Bodleian Libraries

30 libraries including

- Sackler Library, Oriental Institute Library, History Faculty Library, Radcliffe Camera, Central Bodleian reading rooms, etc.

- [http://www.bodleian.ox.ac.uk/libraries](http://www.bodleian.ox.ac.uk/libraries)

- Offering:
  - 13 million print volumes
    - (1,000 items added weekly)
  - 81,500 + e-journals
  - 194,000 e-books
  - 1,300 databases
  - 3,000+ study spaces with wireless network

Your University ID card is required to enter Bodleian Libraries.
Your card is not transferable.
Bodleian Libraries Book Storage Facility (BSF)
(offsite)
(closed stack)

Currently holding over 10 million items
**INFORMATION FOR NEW READERS**

**OPENING HOURS**
Term time and vacation: 09:00 to 22:00 Monday to Friday, 11:00 to 18:00 on Saturday, 12:00 to 18:00 on Sunday.
- Closures are advertised on the library web pages.
- Last admission and closure of the issue and enquiry desk: 21:40 Monday-Friday, 17:40 Saturday and Sunday.
- Books cannot be borrowed or returned after the issue desk closes.

Closing bells will be rung 30, 20 and 10 minutes before the library closes. **All readers must leave the building when the third bell rings.**

**PLEASE EVACUATE THE BUILDING IMMEDIATELY IF THE FIRE ALARM SOUNDS**

**ACCESS/ REGISTRATION TO BORROW BOOKS**
Oxford University and Bodleian Library cards should be recognised by the access control system. If your card does not scan, please ask for help from staff in the porters' lodge. Readers entitled to borrow should register for borrowing rights at the help desk on the ground floor. This registration will need to be updated whenever a new card is issued or the validity of an existing card is extended.

**BORROWING POLICY**
All current Oxford University card holders may borrow books from the Lower ground, Ground and First floors apart from confined items. Students may borrow 9 items in total (maximum of 6 from any category) including items from the Classics Lending Library collection. Other readers may borrow 6 books, excluding the Classics Lending Library collection. The Eastern and Western art collections on floors 2 and 3 are for reference only.

**BAGS AND LOCKERS**
Bags up to laptop size can be taken into the library. Larger items must be stored in a locker (locker token required, purchasable at the Lodge or Desk for £1 and can be refunded on return). All lockers must be cleared each day by closing time.

**WIFI**
This is available in all the reading rooms. Please log in to the "Bodleian Libraries wireless network" using your card barcode and associated password. Eduroam is also available.

**MOBILE PHONE USAGE**
Please ensure all mobile devices are on silent mode when they are brought into the library. If it is necessary to make or receive a call, please do so on the staircase landings between floors or in the entrance lobby.

**EATING AND DRINKING**
It is strictly forbidden to bring food and drink into the library except for water in a secure bottle which must be stored on the floor or in your bag.
• The majority of the material relevant to EANES is held on Floor 1. To a lesser degree you will consult the collections on the other four floors.

• Books on LG, G and Floor 1 can be borrowed unless they are Legal Deposit copies. Books on Floors 2 & 3 cannot be borrowed.

• Sackler Library Periodicals cannot be borrowed.
Reservation Points on all floors

Reservation point

Sackler books (from this floor only) can be reserved overnight on this counter by filling out a reservation slip.

Up to 10 books can be reserved for 1 day.

Please return any Bodleian stack books to the ground floor desk.
You can use books anywhere in the Bodleian & History Faculty Library complex
You can borrow HFL books, but not BOD books
Wolfson College Library

- Holds the Jeremy Black Collection in Ancient Near Eastern Studies.
- WCL welcomes qualified students and researchers during library staff hours.
- Contact the librarian Fiona Wilkes (fiona.wilkes@bodleian.ox.ac.uk)
Queen’s College: Peet Library

- Comprises c. 3,400 books on Egyptology
- Open to all students of Egyptology in the University
- Registration required, at the discretion of the Professor of Egyptology
- Tour of the Peet Library 17 or 18 October
Connecting to Library services
Passwords

• Bodleian Libraries username and password
  – Photocopying, printing, scanning, computing and wifi
  – Username: barcode number
  – Password: your date of birth in the format 01DEC2000
  – Change your password asap at https://register.bodleian.ox.ac.uk/

• Oxford Single Sign on (SSO)
  – Oxford email username and password. Username in the format abc1234

Log in to SOLO with your SSO in order to:
  – renew your books, order books from closed stacks, reserve books which are out on loan
  – access the full range of journal articles on SOLO
  – access e-books, e-journals and databases when you are away from Oxford (“off campus”)
PCAS: Print, Copy & Scan

- Library copiers: print, photocopy and scan
- Log in with your Bodleian Libraries account
  - Username: Barcode number
  - Password: Your date of birth in the format 01DEC2000
  - Change your password at [https://register.bodleian.ox.ac.uk/](https://register.bodleian.ox.ac.uk/)
- Prices at [https://www.bodleian.ox.ac.uk/using/copy/pcas](https://www.bodleian.ox.ac.uk/using/copy/pcas)
- Add credit at [https://bodleian.pcounterwebpay.com/](https://bodleian.pcounterwebpay.com/)
- More info including swipe card access at Library Assistant for Oxford Freshers [http://www.bodleian.ox.ac.uk/assistant](http://www.bodleian.ox.ac.uk/assistant)
- Help at [pcas@bodleian.ox.ac.uk](mailto:pcas@bodleian.ox.ac.uk)
Library Computers

• Connecting to Reader PCs and wireless network.

• Log on with your Bodleian Libraries username and password:
  • Username: Barcode number
  • Default password: your date of birth in the format 01DEC2000
  • Change your password asap at https://register.bodleian.ox.ac.uk

• Do not save documents to Library computers – they are regularly wiped. Instead save to USB.
WiFi

**Bodleian Libraries**
- Log on using “Bodleian Libraries” username and password

**Eduroam** (used across the University)
- Saves your login details so that you connect automatically – no need to log on each time!
- You will need to set up a ‘remote access (Eduroam/VPN)’ username and password
- Instructions and links at [http://www.bodleian.ox.ac.uk/using/computing](http://www.bodleian.ox.ac.uk/using/computing)
Logging on to SOLO

http://solo.bodleian.ox.ac.uk/
Logging on to SOLO

http://solo.bodleian.ox.ac.uk/
Logging on to SOLO

Webauth

Your username is the SSO.

Remember to sign out at the end of the session.
What’s on your reading list and how to find it

- Books
- Book chapters
- Journals
- Journal articles
SOLO: the library catalogue

http://solo.bodleian.ox.ac.uk/
Books

Amélia Hutchinson and Janet Lloyd. (2003)
Portuguese, an Essential Grammar, 2nd edn
London: Routledge

Edition. Make sure you read the specified edition!
Using SOLO to find books

Search using the book title. It’s sometimes useful to add the author’s surname too. Don’t enter the edition number here though.

Limit your search to your favourite library or to online only.

E-book – click “Online access” to connect to the e-book.

Printed book – click “Find & Request” to see which libraries hold the book and to find the shelfmark.
Using SOLO to find book chapters


Search using **book title** (you may also include the book **editor**). Do NOT search using chapter title or chapter author.
Journal articles

Journals

- Regular publications (e.g. weekly, monthly, quarterly, annual)
- Made of articles by different authors
- Examine specific topics in detail
- Report on the most up to date research and ideas
- “Peer reviewed” – articles are selected by experts
- Many -- but not all -- journals are available as e-journals
Using SOLO to find journal references

Longhurst, C. A.  
"The mystical imprint in the poetry of Unamuno"  

Search SOLO “All libraries/collections” by journal title (not article title or author)
Viewing different versions of a journal

**Bulletin of Hispanic studies**
Institute of Hispanic Studies (Liverpool, England); University of Liverpool. School of Hispanic Studies
[1949]. c2001 | Liverpool : Institute of Hispanic Studies | 53 v. : 24 cm

- **Printed journal**
  - Find & Request

**Bulletin of Hispanic studies** [electronic resource].
1996 | Liverpool : Liverpool University Press

- **E-journal with few restrictions** – can be used from any computer/device
  - Online access

**Bulletin of Hispanic studies** [electronic resource].
1996 | Liverpool : Liverpool University Press

- **Restricted E-journal** – Bodleian Libraries’ computers only
  - Online access: Restricted to library computers in any of the Bodleian Libraries
Restricted items

Some items on SOLO are restricted. The Bodleian receives these items via “Legal Deposit” - legislation which entitles Oxford to a copy of every item published in the UK and Eire.

Legal Deposit items are restricted by law:
• Bodleian Libraries computers only
• 1 person at a time
• No copying and pasting

You can usually find an unrestricted copy on SOLO. Look for the green Online access logo. These can be used on your own computer/device (and from off campus if you log on to SOLO with your SSO). You may also copy and paste although you must respect normal copyright limits.
Reading the article online

Clicking “Online access” opens the “Find it @ Oxford” window listing one or databases that include the article.

Check the date coverage beneath each database and choose the database which covers the date of the article on your reading list.

Source: Bulletin of Hispanic Studies (Liverpool)

Full Text:

- Full text available via ProQuest PAO Periodicals Archive Online Collection 4
  Available from 1923 until (and including) 1995

- Full text available via Taylor & Francis Collection
  Available from 1997 volume: 74 issue:1 until (and including) 2001 volume: 78

- Full text available via Taylor & Francis Collection 2018
  Available from 1996 volume: 73 issue:1 until (and including) 2001 volume: 78
Finding a printed journal article

**Bulletin of Hispanic studies.**
2002- | Liverpool : Liverpool University Press | v. : 25 cm

Click “Find & Request” to see which libraries have the print journal.

The date coverage is given above the list of volumes.

**Taylor Institution Library**
What do we have? v.79:no.1(2002:Jan.)-

Details & Links:
- **Title**: Bulletin of Hispanic studies.
- **Variant Title**: Running Title: BHS
- **Publisher Details**: Liverpool : Liverpool University Press
- **Publication Date**: 2002-
- **Format**: v. ; 25 cm
- **Uniform Title**: Bulletin of Hispanic studies (Liverpool, England : 2002)
- **Language**: English

*Click on the links for more information.*
Finding a printed journal article

Click “Find & Request” to see which libraries have the print journal.

The date coverage is given above the list of volumes.

If the volume/issue that you need is in the “closed stack” you will need to order it to be delivered to the library by clicking “Hold”.
Readers with Disabilities/Readers with SpLDs

• If you have a disability or a Specific Learning Difficulty (e.g. dyslexia), you may be able to register for additional library support such as extended loans

• Please contact the Disability Librarian for further information

Tel. 01865 283861

Disability.librarian@bodleian.ox.ac.uk

http://libguides.bodleian.ox.ac.uk/disabled-readers

http://www.bodleian.ox.ac.uk/using/disability
• http://libguides.bodleian.ox.ac.uk/iskills
• **Workshops for postgraduates & researchers**
• Topics:
  – information discovery and finding scholarly materials
  – reference management (Endnote, RefWorks, Zotero, Mendeley, Papers and ColWiz)
  – keeping up to date with emerging research
  – measuring research impact
  – copyright and intellectual property
  – open access publishing
  – managing research data
All your library info...on the go!

- Which libraries to use by subject
- Understanding reading lists
- Finding, borrowing & renewing
- Ordering from the closed stacks
- Library wifi and passwords,
- Photocopying, printing & scanning

www.bodleian.ox.ac.uk/assistant
➢ LibGuide for Ancient Near Eastern Studies:
https://libguides.bodleian.ox.ac.uk/Ancient-Near-Eastern-Studies

➢ LibGuide for Egyptology, Sudanology and Coptology:
https://libguides.bodleian.ox.ac.uk/egyptology

➢ EANES e-resources training session
Date: Tuesday 9 October 14:30-16:00
Venue: Social Sciences Library IT Training Room
Bring your BOD card!
To-do list

➢ Set up Eduroam wifi on your laptops
   http://help.it.ox.ac.uk/network/wireless/services/eduroam/index

➢ Re-set your University Card login
   https://register.bodleian.ox.ac.uk/

➢ Add money to your PCAS account
   https://bodleian.pcounterwebpay.com
Here to help!

Susanne Woodhouse & colleagues
Bodleian Libraries
susanne.woodhouse@bodleian.ox.ac.uk
Here to help!

Susanne Woodhouse & colleagues
Bodleian Libraries
susanne.woodhouse@bodleian.ox.ac.uk

See you 9 October, 14:30 in the IT Training Room of the Social Sciences Library