Welcome to the Sackler Library Induction, October 2018

Clare Hills-Nova
Art & Architecture Librarian
Bodleian Libraries
Library Assistant

*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
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
Navigating the Sackler Library
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 all of the Bodleian Libraries
Your card is not transferable
Bodleian Libraries Book Storage Facility (BSF)  
(offline)  
(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.

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### Sackler Library: Subjects and shelf marks by floor

#### Floor 3 — Reference only.
- **Subjects:**
  - Eastern Art
  - Western Art (books, pamphlets)
  - Camera Stand
  - PCAS Stand (for photocopying, printing and scanning)

#### Floor 2 — Reference only.
- **Subjects:**
  - Western Art (Reference, Periodicals, books, pamphlets)
  - History of Art Department Collection
  - High resolution scanner (charged via PCAS)

#### Floor 1
- **Subjects:**
  - Classical Archaeology (books and pamphlets)
  - Ancient Near East (books, Reference, Periodicals, pamphlets)
  - Egyptology (books, Reference, Periodicals, pamphlets)
  - PCAS machine (for photocopying, printing and scanning)

#### Ground Floor
- **HELP DESK AND BOOK CHECK IN/OUT**
- **Subjects:**
  - Classics Lending Library
  - Classics and Classical Archaeology periodicals
  - Main reference (Rxx)
  - Ancient History (books)
  - PCAS machine (for photocopying, printing and scanning)

#### Lower Ground
- **Subjects:**
  - European Archaeology (books, periodicals)
  - Classical Literature
  - PCAS machine (for photocopying, printing and scanning)

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**Entrance and Griffith Wings**

**Sackler Library**

- Toilets

**Griffith Institute teaching rooms:**
- Papyrology Office
- Papyrology Reading Room (Rxx)
- Beazley Pamphlets
- Richmond, Last, Todd Pamphlets

**Toilets**

**Entrance/Exit**
(Toilets, porter, lockers)

**Topographical Bibliography offices** (by appointment)
- HAVENFIELD ROOM (with SOLO location Haverfield Room)
- Numismatics 680-689, Rxx
- Museum bulletins, Rxx
- Sales catalogues (numismatics and antiquities)

**Toilets**

**All floors are accessible via the North and South staircases and via the lift.**
<table>
<thead>
<tr>
<th>Special Collections</th>
<th>Include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early printed books (mostly printed in Italy)</td>
<td>Early excavation portfolios</td>
</tr>
<tr>
<td>Early Slade Lectures</td>
<td>French 18thC &amp; 19thC Salon Criticism</td>
</tr>
<tr>
<td>Eadweard Muybridge portfolios</td>
<td>Hamilton Classical Vases volumes, eg:</td>
</tr>
<tr>
<td>Livres d’artiste / Artists’ books (mostly published in Antiquités étrusques, grecques et Romaines du cabinet de William SACKLER LIBRARY)</td>
<td></td>
</tr>
</tbody>
</table>
Sackler Library blog – Contributions welcome!
Red alert!
Books on Floors 2 & 3 may not be borrowed
Red alert!
Books on Floors 2 & 3 may not be borrowed
SACKLER LIBRARY Reservation Points

Red alert! Books on Floors 2 & 3 may not be borrowed!
Bodleian Libraries
The Basics
Logins & 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/](https://register.bodleian.ox.ac.uk/)

• **Oxford Single Sign on (SSO)**
  – Oxford email username and password. Username in the format *abcd1234*
  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”)

Your **username** is the 7-digit number on your University card.

Your **default password** is your DOB (e.g. 01JAN1998).

You need to reset your password @ https://register.bodleian.ox.ac.uk/
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/
• Prices at https://www.bodleian.ox.ac.uk/using/copy/pcas
• Add credit at https://bodleian.pcounterwebpay.com/
• More info including swipe card access at Library Assistant for Oxford Freshers http://www.bodleian.ox.ac.uk/assistant
• Help at pcas@bodleian.ox.ac.uk
How much does it cost?

<table>
<thead>
<tr>
<th></th>
<th>Single sided</th>
<th>Double sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black/white or colour scan</td>
<td>2p</td>
<td>n/a</td>
</tr>
<tr>
<td>Black/white A4 photocopy or print</td>
<td>6p</td>
<td>9p</td>
</tr>
<tr>
<td>Colour A4 photocopy or print</td>
<td>20p</td>
<td>30p</td>
</tr>
<tr>
<td>Black/white A3 photocopy or print</td>
<td>10p</td>
<td>15p</td>
</tr>
<tr>
<td>Colour A3 photocopy or print</td>
<td>40p</td>
<td>60p</td>
</tr>
</tbody>
</table>

Add credit to your account at [https://bodleian.pcounterwebpay.com/](https://bodleian.pcounterwebpay.com/)
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 on “Library Assistant for Oxford Freshers” at http://www.bodleian.ox.ac.uk/assistant/computers
Use your Single Sign On (SSO) (issued by IT Services) to:

1. login to SOLO (the catalogue)

2. and MyAccount (renew books; order stack requests)

3. access online resources off-campus

Remember to logout when using public access PCs
What’s on your reading list & how to find publications
Introduction to SOLO

Bodleian Libraries
UNIVERSITY OF OXFORD
Logging on to SOLO

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

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

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

Forgotten password?
*Reading, writing and reasoning: a guide for students*, 3rd edn
Maidenhead: Open University Press
Using SOLO to find books

Search using the book title. It’s sometimes useful to add the author’s surname too.

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.
Searching for journals

SOLO “Search everything” and “All libraries/collections” covers Oxford’s print and electronic journals.

SOLO “Articles” covers a very large selection of e-journal articles but not print journals. Although most journals are available online, there are still some which are only available in print.
How to search for journal articles


Search SOLO in “Search everything” or “All libraries/collections” by journal title (not article title or author)

Alternatively.....

Search SOLO “Articles” by article title and/or author
Searching using “Articles”


Search “Articles” by article title and/or author. Searching by article title is usually most effective.
Viewing different versions of a journal

**Printed journal**

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

**Restricted e-journal** – Bodleian Libraries’ computers only
Reading the article

Clicking “Online access” opens the “Find it @ Oxford” window listing one or more 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.
Finding a hard copy 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”.

<table>
<thead>
<tr>
<th>LOCATION ITEMS</th>
<th>Periodicals</th>
<th>Hold / Scan &amp; Deliver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radcliffe Science Library (i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What do we have? Vol.1(1992)-v.22:no.8(2013:Nov);title now taken as electronic copy o...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.B01068 (Stored Offsite)</td>
<td>Periodicals 754094647</td>
<td>Hold / Scan &amp; Deliver</td>
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<tr>
<td>Closed Stack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.B01068 (Stored Offsite)</td>
<td>Periodicals 754094646</td>
<td>Hold / Scan &amp; Deliver</td>
</tr>
<tr>
<td>Periodicals v.10:no.2 (2001:APR)-v.14:no.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Need more help?
Workshops in information discovery and scholarly communications

- [http://libguides.bodleian.ox.ac.uk/iskills](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
To-do list

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

2. Add money to your PCAS account
   https://bodleian.pcounterwebpay.com