Searching SOLO

SOLO is an entry point for accessing Oxford's print and online collections of books, journals, databases and resources. You will also use SOLO to manage your loans, renew books, and place hold requests for closed stack material. SOLO can also help you to manage references and create lists.

This task sheet is a reminder of how to use your SOLO account: signing in, making requests for off-site books; renewing your books.

Note that to find Chinese language publications, you will need to use the Allegro catalogues at: www.bodleian.ox.ac.uk/ccl/catalogues.

Getting started with SOLO:

- Go to http://solo.bodleian.ox.ac.uk;
- Log in with your Single Sign On, by clicking on the SIGN IN in the top right-hand corner of the screen, and then choosing the Oxford Single Sign On option. This is essential to check book availability and use personalised functions such as renewals and hold requests.

Searching for books:

You are looking for the book *A Cinema of Poetry: aesthetics of the Italian art film*, by Joseph Luzzi. Use keywords in the basic search box, or go to Advanced Search and select title and author filters. You can use the 'Search Everything' menu to limit your search to a particular library, online resources only or physical resources only.

When searching for a specific book, as in this case, you may find it helpful to limit your search to ‘All libraries/collections’.
Your results will be automatically sorted by **Relevance** (when needed, you can alter this to sort by **Date-newest** etc.). Note the number of versions given below some of the results.

SOLO ‘clusters’ together different editions or versions of the same work. Click on **See all versions** to expand the record and see further details of individual editions. The first record is an e-book (note the green dot and **Online access** note, click **View online** to access the e-version); but in this case you would like a print copy.

Select the **Find & Request** tab of the second record, to view where the book is held. Click on the library location you are interested in to see more details, including shelfmark.
Placing a hold request

Make sure you are signed in to SOLO with your Single Sign On.

If the book you want is in the remote storage facility (indicated on SOLO by a status of Closed Stack), or currently on loan to another reader, you will need to place a hold.

Items on open shelves and some other items may have restricted or confined status and holds cannot be placed. SOLO will only allow holds to be placed for items that can be requested.

Make sure you are in the Find & Request tab. Click Hold to make your request.

Select the pickup location from the drop down list. There is no need to fill in the other fields unless you are ordering a journal volume and need to specify more detailed volume information.

Click Hold to finalise your request. You should see the message Your request has been placed and you will be notified by e-mail when it arrives.

To check the progress of a request or to cancel a request choose My SOLO, using the drop-down menu from your name at the top right of the screen, followed by Requests (right-hand side). You will receive an email notification when your item is ready for collection.

There is also a Scan & Deliver option which allows you to request scanned copies of material (within copyright regulation: usually one article per journal issue or one chapter per book). This service costs £2 and a link to the PDF of the scanned article or chapter will be emailed to you within 24 hours.

Renewing your books

Choose My SOLO (as above). Choose Loans (right-hand side).

You will see a list of your current loans in the body of the screen with renewal options on the left.

If you need help with a renewal or your renewal has failed please contact the library from which you borrowed the item. My SOLO is also where you can check fines, blocks and messages.
You can find additional help with using SOLO in the SOLO LibGuide (https://libguides.bodleian.ox.ac.uk/solo), or via the SOLO Live Help service, which is a ‘live chat’ online enquiry service usually available Monday to Friday, 9am to 5pm. You can access the SOLO Live Help service via the SOLO webpage.

➢ SOLO Search Tips

Advanced Search in SOLO allows you to use drop-down boxes to construct a more specific search query, by searching specific fields and combining such searches, using Boolean operators (AND, OR, NOT). Advanced Search also gives you additional options such as specifying language or limiting to range of publication dates.

When SOLO presents the search results, it will also offer options to Sort & Filter Results in a column to the left of the search results, for example by topic (ie subject heading within), library, language etc.
There are several different ways to browse SOLO. The Browse Search (BROWSE option is next to NEW SEARCH in the menu bar at the top of the screen) allows you to browse A-Z lists of Authors, Titles or Subjects.

So, for example, this can help to make your search more accurate if there is more than one author with the same name:

You can also browse using the Subject Headings in SOLO records. These can be seen in the Details & Links part of the SOLO record. Clicking on a phrase in the Subjects field will produce a search of all records that also have that subject heading. This can be a good starting point for expanding your research but do be aware that it is not comprehensive; subject headings are not always used consistently on SOLO (for example older records will not usually have subject headings).