

# Getting started in Oxford libraries

Alan Brown and Wanne Mendonck



Please mute your microphone



This session will be recorded



Type questions in the chat or  
raise your hand

# Learning outcomes



By the end of the session, you will:

- Be familiar with the **network** of Oxford libraries
- Know the **logins** needed to access Bodleian Libraries services
- Be able to conduct a **search in SOLO** (the University's resource discovery tool), **filter** results and **access** online and print resources
- Know how to manage your **library account** including loans and requests

# Outline of the session

---

Topic	Time (minutes)
Introduction to the libraries	8
Legal Deposit	5
Logins and passwords	7
Borrowing and access privileges	5
SOLO demonstration: simple search; Sort & Filter results; requests; Scan & Deliver	15
Activity: simple search in SOLO; Sort & Filter results	5
Interlibrary requests and 'recommend a purchase'	5
SOLO demonstration: My SOLO	3
Wrap-up and questions	5

# What do we mean by 'Oxford libraries'?

---

Bodleian Libraries	Group of 26 libraries, all of which you can use
College libraries	You can only use your own (with the exception of Nuffield College Library for social sciences)
'Other' libraries	E.g. departmental libraries. You can apply to some of these for membership

# Find information about the libraries

- Bodleian Libraries website [bodleian.ox.ac.uk](https://bodleian.ox.ac.uk)
- Find a library [bodleian.ox.ac.uk/libraries](https://bodleian.ox.ac.uk/libraries)
- Group study rooms [bodleian.ox.ac.uk/services/group-study-rooms](https://bodleian.ox.ac.uk/services/group-study-rooms)



# Legal Deposit

- The Bodleian Libraries is one of six Legal Deposit libraries
- **Entitled** to receive material published in the UK and Ireland
- Publishers choose to deposit in print **or** digital format



# Legal Deposit use

Print	Electronic
Use in library only	Accessible via Bodleian Libraries reading room PCs only
	Accessible to one person at a time

For guidance on accessing electronic legal deposit items, see:

<https://libguides.bodleian.ox.ac.uk/eld-explained>

# Logins

	Oxford Single Sign On (SSO)	Remote Access Account	Bodleian Libraries Account
Users	Only current members of the University (excludes alumni)	Current members of the University (excludes alumni)	All registered users of the Bodleian Libraries
Username Format	abcd1234@OX.AC.UK (this is not your email address)	abcd1234@OX.AC.UK (this is not your email address)	1234567
Used for	Signing in to the resource discovery tool SOLO (and lots more)	Signing-in to the eduroam Wi-Fi network and Oxford VPN service	Logging on to reader PCs in the Libraries, the <a href="#">‘Bodleian Libraries’ Wi-Fi</a> network & <a href="#">PCAS</a> (Print, Copy & Scan) services
Login details	Usually issued by your college or department	Download the appropriate Cisco AnyConnect Client software from the <a href="#">Self-Registration website</a> for your device. You will be asked for your Single Sign On credentials when connecting	The barcode number on your card; a password that you have to set yourself before using: <a href="https://register.bodleian.ox.ac.uk/">https://register.bodleian.ox.ac.uk/</a>
Where to get help	<a href="#">IT Services</a> , Banbury Road	<a href="#">IT Services</a> , Banbury Road	Bodleian Libraries

# Print, Copy and Scan (PCAS)



- Available across all Bodleian Libraries
- Accessible to University and Bodleian Reader card holders
- Uses Bodleian Libraries username and password
- Link your University or Bodleian Reader card to PCAS account on any PCAS-enabled device
- Upload print job from library PC, your laptop or mobile device to the cloud and print from any PCAS machine
- Scan to email address or memory stick
- More information: [bodleian.ox.ac.uk/services/pcas](https://bodleian.ox.ac.uk/services/pcas)

# Borrowing privileges

- Current University of Oxford staff and students can borrow items from our lending libraries.
- Bodleian Reader card holders can use items while in our libraries, but they cannot borrow.
- Automatic renewals (except for same-day loans)

Status	Loan limit
Undergraduate	20
Taught postgraduate	20
Research postgraduate	30
Staff	40

Further information on the Borrow and Reserve Items web page: [bodleian.ox.ac.uk/services/borrow](https://bodleian.ox.ac.uk/services/borrow)



# Online and remote access privileges

- University of Oxford students and staff have access to a wider range of digital resources, including access when you are offsite or away from Oxford.
- Bodleian Reader card holders can only access our digital resources from a library computer, or a device connected to our 'Bodleian-Libraries' Wi-Fi network. They cannot access these resources offsite.

# Signing in to SOLO

To get the best results, sign  
in  
via [solo.bodleian.ox.ac.uk/](https://solo.bodleian.ox.ac.uk/)

Single Sign On  
(abcd1234@OX.AC.UK)

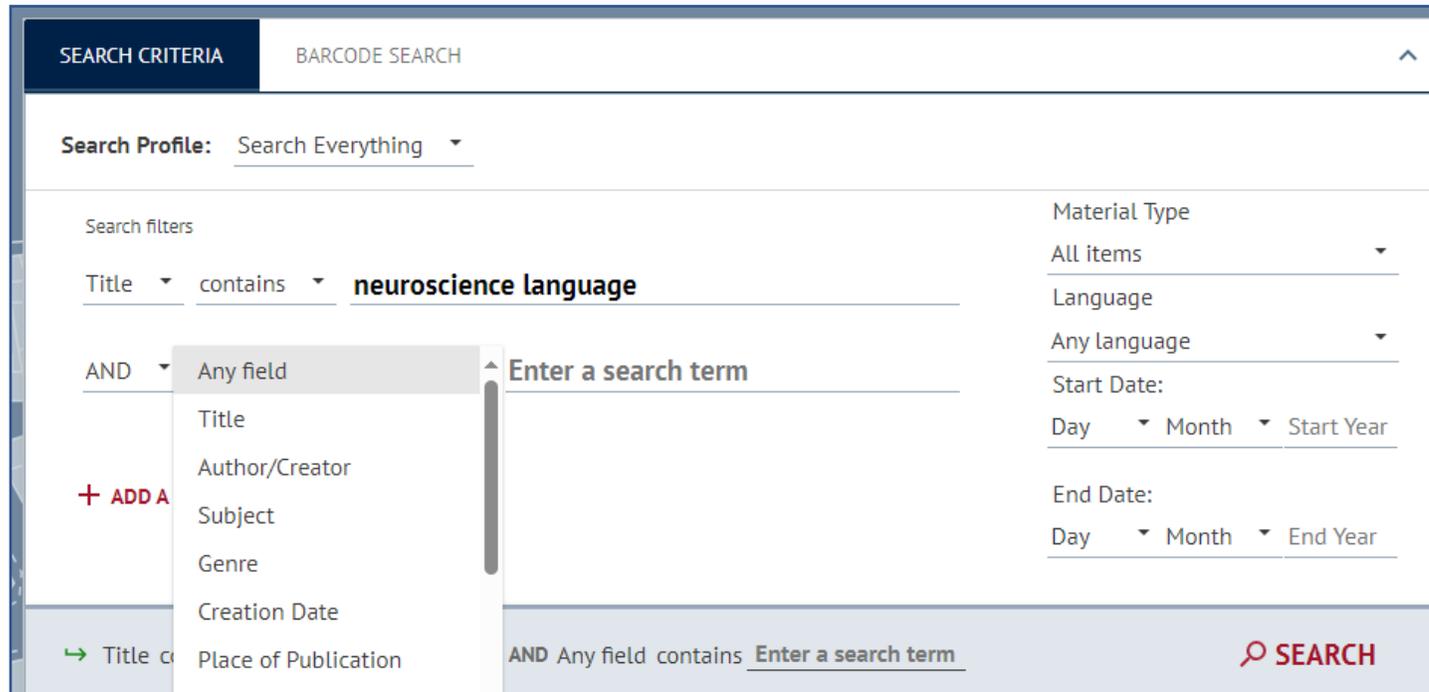
Demonstration:  
SOLO



# SOLO: Advanced Search



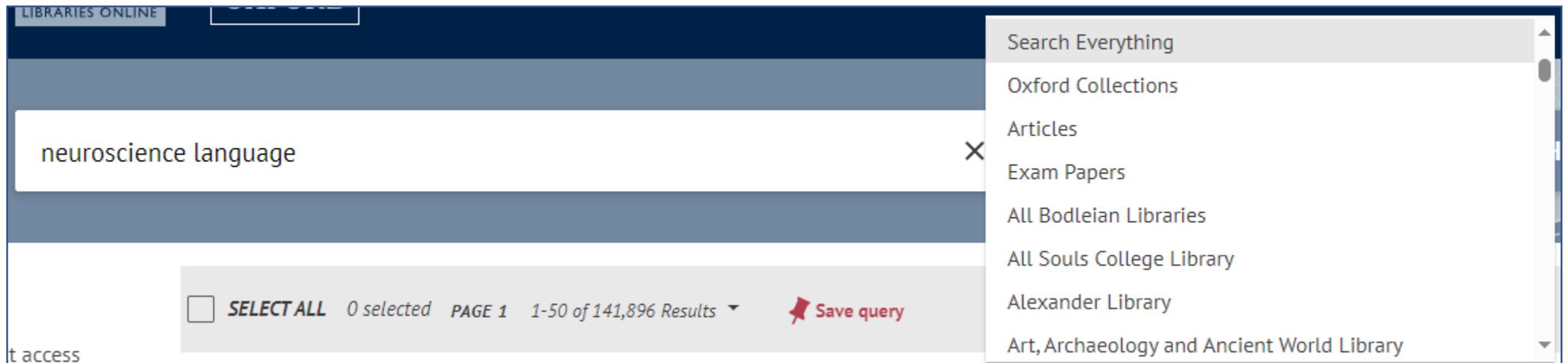
With Advanced Search you can enter a more refined search query



# SOLO: Search scope

By default, search scope is set to Search Everything.

You can select a narrower scope: 'Oxford Collections', online 'Articles' or Library locations



The screenshot shows the SOLO search interface. At the top left, it says "LIBRARIES ONLINE". Below that is a search bar containing the text "neuroscience language". To the right of the search bar is a dropdown menu for search scope, which is currently open. The menu options are: "Search Everything" (highlighted), "Oxford Collections", "Articles", "Exam Papers", "All Bodleian Libraries", "All Souls College Library", "Alexander Library", and "Art, Archaeology and Ancient World Library". Below the search bar, there is a "SELECT ALL" button with a checkbox, followed by "0 selected", "PAGE 1", and "1-50 of 141,896 Results". To the right of this is a "Save query" button with a red pushpin icon. In the bottom left corner, there is a small text "t access".

# Scan & Deliver (1)

A dark blue rectangular button with rounded corners, containing the text "Scan & Deliver" in white, bold, sans-serif font.

If you're not in Oxford and cannot get to a library, you can request a scan of a chapter or article from the print items in the Bodleian Libraries or Offsite Storage.

The service is free.

You can have 2 active requests at a time.

Scans should be delivered by email within 5 working days, but usually faster.

# Scan & Deliver (2)

Click the Scan & Deliver button

A dark blue rectangular button with rounded corners, containing the text "Scan & Deliver" in white, bold, sans-serif font.

Complete the web-form with the necessary details, then tick the box to acknowledge copyright restrictions and other terms and conditions.

## Scan & Deliver

Scan & Deliver can only be used for **1 chapter** (or 5%) of a book or **1 article** from a printed journal. Please ensure you provide the complete reference details when placing the request. You can have up to 2 active requests at any one time.

\* Chapter/Article Title

Chapter/Article Author

Start page

End page

Add further information

**You must read and acknowledge the following statement before submitting your request.**

\*  I understand Scan & Deliver can only be used for **1 chapter** (or 5%) of a book or **1 article** from a printed journal. I accept the [copyright restrictions and other terms and conditions](#)

 RESET FORM

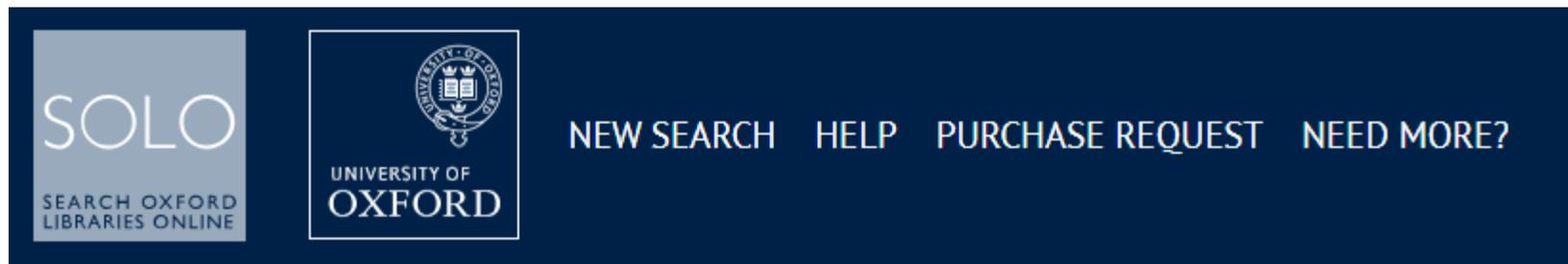
 PLACE REQUEST

# Exercise

- Take 5 minutes playing with simple search in SOLO.
- Search for a key term in your subject or research area and note how many results you get to start with.
- Now explore the filters on the left-hand side – which ones do you find useful?
- Can you restrict your search results to show only Online Resources AND exclude the Electronic Legal Deposit articles? [Clue: ‘eLD articles’ is a ‘Data Source’]
- How many results do you end up with?

# Getting material not held in Oxford Libraries

- If Oxford doesn't have something you need, we can try and borrow it from another library for you. If it's just a chapter or an article it may be possible to get it electronically. This is a free service. Use the 'NEED MORE?' option in SOLO to submit a request online.
- If you think we should own a copy of something and we don't, why not recommend a purchase? Use the 'PURCHASE REQUEST' option in SOLO to submit a recommendation online.



# My SOLO

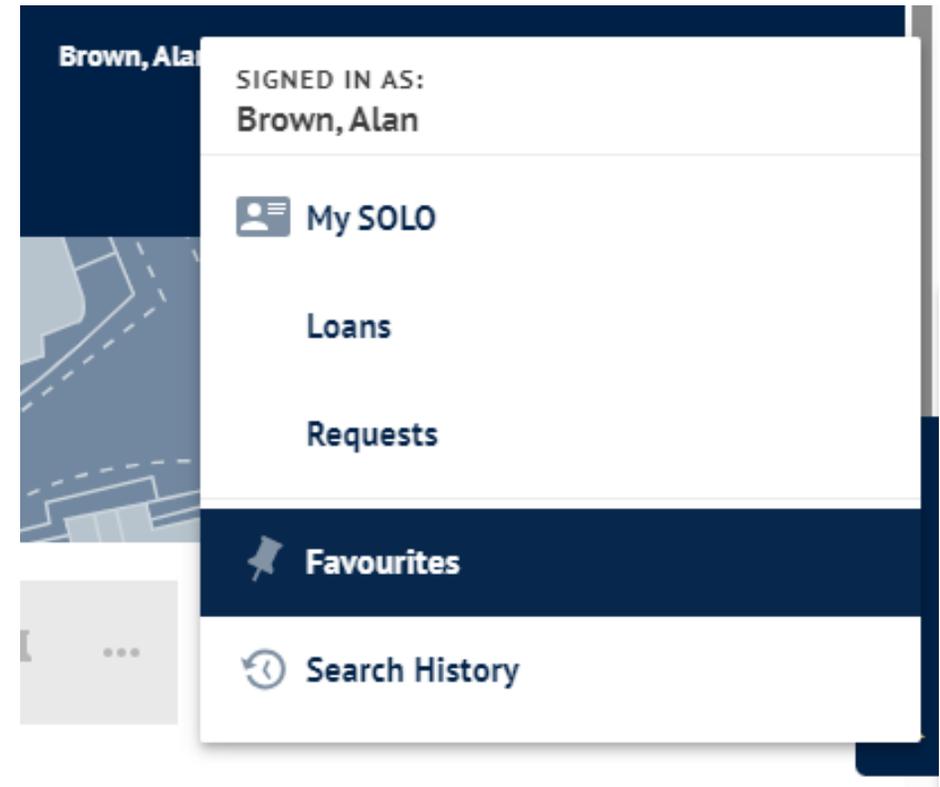
'My SOLO' is your account in SOLO. Find it by clicking on your name at the top right for a menu:

See active loans, pending requests still in-process & loan history;

Renew active loans;

See and organise 'Favourites';

See saved search queries and search history



# What have you learned?



- The **network** of Oxford libraries
- The **logins** needed to access Bodleian Libraries services
- How to conduct a **search in SOLO** (the University's resource discovery tool), **filter** results and **access** online and print resources
- How to manage your **library account** including loans and requests

# Subject librarians



- Subject librarians can provide specialist support on how to use particular resources, locating material, and can discuss your research topic and literature needs.

[bodleian.ox.ac.uk/ask/subject-librarians](https://bodleian.ox.ac.uk/ask/subject-librarians)

# Further training



- ‘Scholarly literature for your research’, Monday 10<sup>th</sup> February
- Or browse all our iSkills workshops

[bodleian.ox.ac.uk/ask/workshops](http://bodleian.ox.ac.uk/ask/workshops)



## Further help

- Bodleian Libraries website  
[bodleian.ox.ac.uk](https://bodleian.ox.ac.uk)
- Subject and research guides  
[libguides.bodleian.ox.ac.uk](https://libguides.bodleian.ox.ac.uk)