



# Finding stuff : scholarly literature for your research

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# In this session...

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## Best Tools

Choosing the best tools for the job  
[SOLO, Databases A – Z etc.]



## Creating an effective search query

Developing effective search strategies  
[building a research question]



## Working with results

Making the most of your results

# The tools...

## SOLO - Oxford's resource discovery tool

- Holdings of most Oxford Libraries (print and online) e.g. books, journals, theses, conference proceedings, AV materials, official / government papers, databases...
- Excellent for finding specific items
- Subject searching limited:
  - Defaults to showing only material held by Oxford Libraries
  - Good for searching for books but less effective for searching for articles,

- \* Databases A-Z – lists Oxford's e-resources subscribed to and/or recommended
- \* e-Journals A-Z – lists Oxford's online journal subscriptions (not those we only get in print)
- \* Everything in these lists is also on SOLO but Databases A – Z has some extra browsing features

## Bibliographic Databases

- Search across the scholarly literature (not Oxford only)
- Particularly good for searching for articles, conference papers, theses etc
- Use Databases A – Z to find out which databases to use
- Usually only get brief bibliographic details (author, title etc). To full text go back to SOLO or Databases A – Z

Find it Oxford

# Useful links

## SOLO status

- ⚠ All libraries run by the Bodleian Libraries are currently closed until further notice
- ✅ A wide range of digital services are still available and we are working to extend these and now have more ebooks to Keep the University Reading
- ✅ Streamlined access to online journals licensed by the Bodleian Libraries either directly from SOLO, via the BrowZine app or website or Chrome extension

## Getting Help

If you have any questions or need help making the most of the extensive electronic resources still available to you then please:

- › use our Live Chat service (via the tab on the right of this page)
- › contact us via [reader.services@bodleian.ox.ac.uk](mailto:reader.services@bodleian.ox.ac.uk)

## Useful links

- › [Bodleian Libraries Home Page](#)
- › [LibGuides](#)
- › [Subjects & Libraries](#)
- › [e-Journals A-Z](#)
- › [Databases A-Z](#)
- › [Chinese Catalogues](#)
- › [Special Collections Catalogues](#)
- › [Digital.Bodleian](#)
- › [ORA](#)
- › [ORLO](#)

# Signing in

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## Oxford Single Sign On

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

[Forgotten password?](#)

## Other Bodleian card holders

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

[Forgotten password?](#)

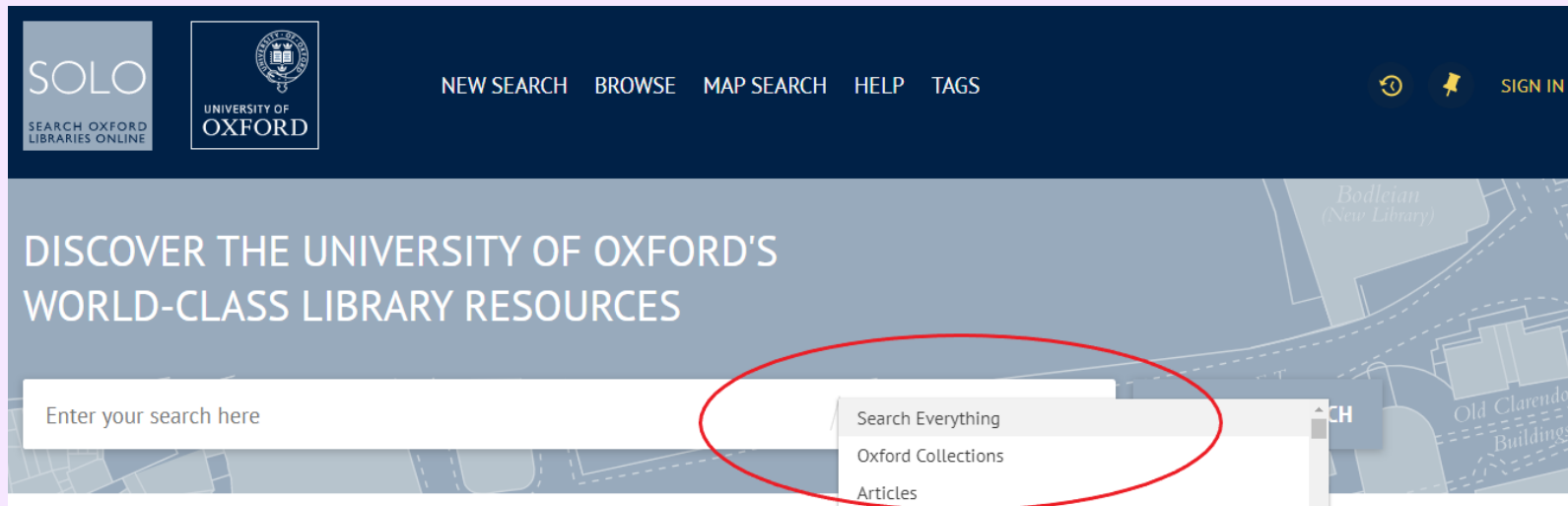
- Remember this choice for 30 days (selecting this will set a cookie in your web browser)

# Finding specific items

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# SOLO: Drop Down Menu



The screenshot displays the SOLO search interface. At the top left, the SOLO logo (SEARCH OXFORD LIBRARIES ONLINE) and the University of Oxford logo are visible. The top navigation bar includes links for NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. On the right, there are icons for a home page, a bookmark, and a SIGN IN button. The main content area features the text "DISCOVER THE UNIVERSITY OF OXFORD'S WORLD-CLASS LIBRARY RESOURCES" over a background map of the Bodleian library buildings. A search input field with the placeholder text "Enter your search here" is present. A red circle highlights a drop-down menu that is open, showing three options: "Search Everything", "Oxford Collections", and "Articles".

SOLO  
SEARCH OXFORD  
LIBRARIES ONLINE

UNIVERSITY OF  
OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

SIGN IN

DISCOVER THE UNIVERSITY OF OXFORD'S  
WORLD-CLASS LIBRARY RESOURCES

Enter your search here

- Search Everything
- Oxford Collections
- Articles

Bodleian  
(New Library)

Old Clarendon  
Buildings

# Keyword searching for monographs

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- **Keywords** such as **title** and **author** can narrow down your results
- **Use** of the **drop down menu** will give you more targeted results, e.g. **articles**, **books**, or **both**



# Keyword searching for books and articles

The screenshot displays the SOLO search interface. At the top, the SOLO logo and University of Oxford crest are visible. The search bar contains the text 'Aristotle, Ross' and a search button. Below the search bar, the results are displayed on 'PAGE 1' with '34,073 Results'. The left sidebar contains 'Sort & Filter Results' with options like 'Include results without full-text access', 'Sort by Relevance', and various filters for 'Show only', 'Library', 'Resource Type', 'Creator', 'Publication Date', and 'Journal Title'. The main results area shows three items:

- ARTICLE**  
**Student's Oxford Aristotle (Ross)**  
Pritchard, John  
The Classical Weekly, Oct 1, 1942, Vol.36, pp.261-262  
“David Ross and the Oxford University Press are to be... of W.D. Ross, 6 vol-umes. I Logic xix, 331 pages... Sir David Ross. Without this in-formation, ”  
[Online access >](#)
- MULTIPLE VERSIONS**  
**The Nicomachean ethics [electronic resource]**  
Aristotle. | Ross, W. D. (William David), 1877-1971 | Brown, Lesley, 1944- |  
[100 versions of this record exist. See all versions >](#)
- ARTICLE / multiple sources exist. see all**  
**On memory and reminiscence Aristotle (ca. 350 b.c.)**  
D, Ross, W.  
Annals of neurosciences, 4/1/2010, Vol.17(2)  
**PEER REVIEWED**  
[Online access >](#)

# Keyword searching for books and articles

The screenshot shows the SOLO search interface. At the top left is the SOLO logo (SEARCH OXFORD LIBRARIES ONLINE) and the University of Oxford crest. Navigation links include NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. A search bar contains the text 'Aristotle, Ross' and a dropdown menu is set to 'Oxford Collections'. An 'ADVANCED SEARCH' button is visible. The search results show 6 items, with the first result being 'Aristotle [electronic resource]' by Ross, W. D. (William David), 1877-1971. A note indicates that 8 versions of this record exist and provides a link to 'See all versions'.

SOLO  
SEARCH OXFORD  
LIBRARIES ONLINE

UNIVERSITY OF  
OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

Bodleian  
(New Library)

Aristotle, Ross

X / Oxford Collections

ADVANCED SEARCH

6

MULTIPLE VERSIONS

**Aristotle** [electronic resource]  
Ross, W. D. (William David), 1877-1971

8 versions of this record exist. See all versions >

# Keyword searching for books and articles

Furedi, F. (2016) 'Moral panic and reading: early elite anxieties about the media effect' *Cultural Sociology* vol. 10 (4) page 523-537

The screenshot displays the SOLO search interface. At the top left, there are logos for SOLO (SEARCH OXFORD LIBRARIES ONLINE) and the UNIVERSITY OF OXFORD. The navigation bar includes links for NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. On the right, there are icons for a clock and a pin, and a user profile for Pinelopi Flaouna. Below the navigation bar, there are two search input fields. The first field contains the text "Moral panic and reading: early elite anxieties about the media effect" and has a dropdown menu open with options: Search Everything, Oxford Collections, Articles (circled in red), and Online Resources. The second field contains the text "Cultural Sociology" and has a dropdown menu open with options: Search Everything, Oxford Collections (circled in red), and Articles. A red 'X' icon is visible to the left of each dropdown menu.

# Searching for books and articles:

## Special Characters

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- **Double quotation marks “ ”** for **exact title**
- **Wildcard ?** to match a **single character** at the **current position**
- **Truncation \*** to match **zero or more characters** at the **current position**

# Replacing a **single character** (wildcard)

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# Replacing multiple characters (truncation)

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# Using special characters on SOLO

The screenshot displays the SOLO search interface. At the top left, the SOLO logo (SEARCH OXFORD LIBRARIES ONLINE) and the University of Oxford logo are visible. The navigation menu includes NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. On the right, there are icons for a refresh button, a bookmark, and a SIGN IN button. The search bar contains the text "Aristotle", Ross and a search button with a magnifying glass icon. Below the search bar, there is a yellow banner with the text "Sign in to get complete results and to request items" and buttons for "Sign In" and "DISMISS". The search results section shows "PAGE 1 33,939 Results". The first result is "Aristotle [electronic resource]" by Ross, W. D. (William David), 1877-1971. A document icon is shown next to the title. Below the title, it says "8 versions of this record exist. See all versions >".

SOLO  
SEARCH OXFORD  
LIBRARIES ONLINE

UNIVERSITY OF  
OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

🔄 📌 SIGN IN

"Aristotle", Ross

✕ Search Everything 🔍


ADVANCED SEARCH


Sign in to get complete results and to request items 🔑 Sign In ✕ DISMISS

PAGE 1 33,939 Results

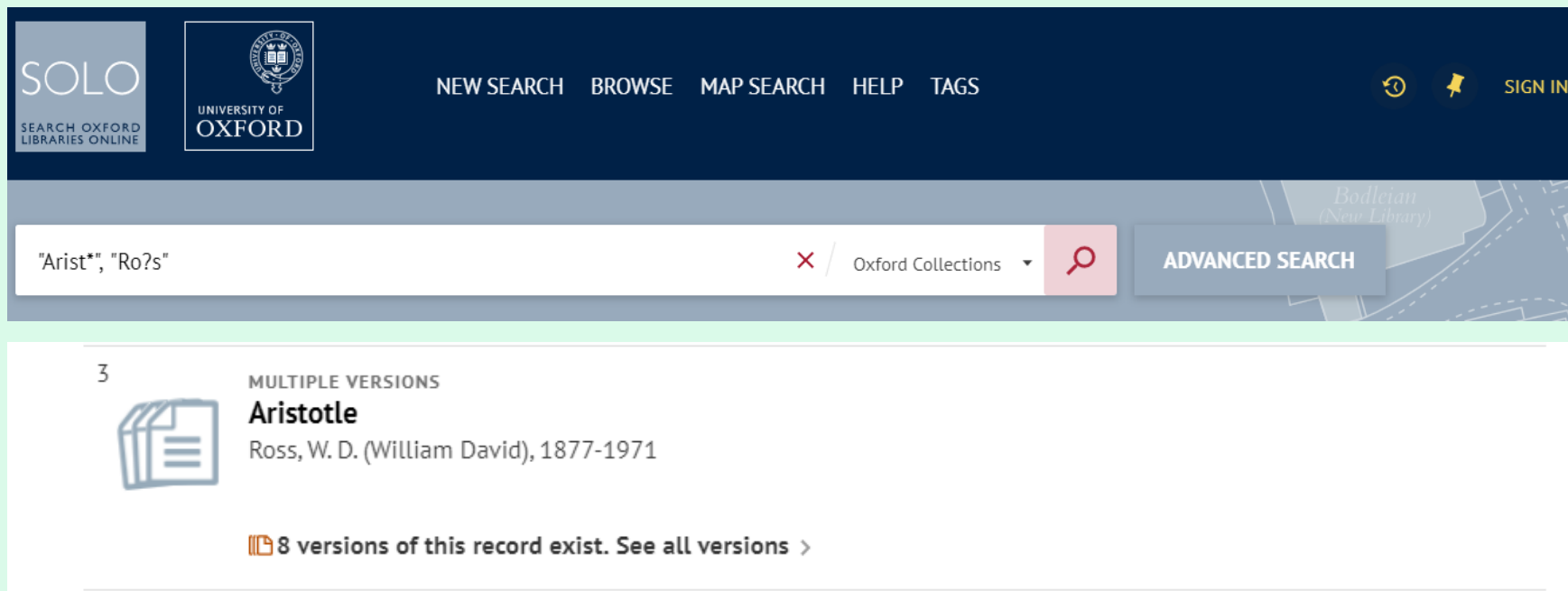
1

ext access

 **Aristotle [electronic resource]**  
Ross, W. D. (William David), 1877-1971

 8 versions of this record exist. See all versions >

# Using special characters on SOLO



The screenshot displays the SOLO search interface. At the top left, the SOLO logo (SEARCH OXFORD LIBRARIES ONLINE) and the University of Oxford logo are visible. The navigation menu includes NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. On the right, there are icons for a refresh button, a bookmark, and a SIGN IN button. The search bar contains the query "Arist\*", "Ro?s". Below the search bar, a dropdown menu shows "Oxford Collections" and a search icon. An "ADVANCED SEARCH" button is located to the right of the search bar. The search results section shows 3 results for "Aristotle" by Ross, W. D. (William David), 1877-1971. A note indicates that 8 versions of this record exist and provides a link to "See all versions".

SOLO  
SEARCH OXFORD  
LIBRARIES ONLINE

UNIVERSITY OF  
OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

🔄 📌 SIGN IN

"Arist\*", "Ro?s"

✕ / Oxford Collections 🔍

ADVANCED SEARCH

3

MULTIPLE VERSIONS

**Aristotle**  
Ross, W. D. (William David), 1877-1971

📄 8 versions of this record exist. See all versions >



# SOLO: Boolean Operators

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- Simple words used to **combine** or **exclude** results
- **AND** **includes ALL** terms in your search
- **OR** **includes ANY** of the terms in your search
- **NOT** **excludes a term** in your search
- **Advanced search** on SOLO has all these features

# SOLO: Boolean Operators

The screenshot displays the SOLO search interface. At the top, there are logos for SOLO (SEARCH OXFORD LIBRARIES ONLINE) and the UNIVERSITY OF OXFORD. Navigation links include NEW SEARCH, BROWSE, MAP SEARCH, HELP, and TAGS. A search bar contains the query 'Aristotle AND commentary AND ethi' and a dropdown menu for 'Oxford Collections'. An 'ADVANCED SEARCH' button is visible. On the left, a 'Sort & Filter Results' sidebar includes options for 'Sort by' (Relevance), 'Show only' (Online Resources (22), Physical Resources (80)), and various filters like Library, Resource Type, Literary Form, Creator, Publication Date, and Topic. The main results area shows three entries, each with a document icon, a 'MULTIPLE VERSIONS' label, and a link to 'See all versions >'. Entry 1: 'The reception of Aristotle's Ethics [electronic resource]' by Miller, Jon, 1970- editor | Cambridge University Press, publisher | 2 versions. Entry 2: 'Virtue ethics in the Middle Ages [electronic resource] : commentaries on Aristotle's Nicomachean ethics, 1200 -1500' by Bejczy, István Pieter, 1965- | 2 versions. Entry 3: 'Commentary on Aristotle's Nicomachean ethics' by Thomas, Aquinas, Saint, 1225?-1274. | McInerny, Ralph, 1929-2010 | Litzinger, C. I | 6 versions.

# Using special characters & Boolean operators

The screenshot displays the SOLO search interface. At the top, the SOLO logo and University of Oxford crest are visible. The search bar contains the query "Aristotle AND commentar\* AND ethic". Below the search bar, the results are sorted by Relevance. The left sidebar shows filter options for Library, Resource Type, Literary Form, Creator, Publication Date, and Topic. The main results area shows three entries, each with a document icon and a "MULTIPLE VERSIONS" label. The first entry is "The reception of Aristotle's Ethics [electronic resource]" by Miller, Jon, 1970-. The second is "Virtue ethics in the Middle Ages [electronic resource] : commentaries on Aristotle's Nicomachean ethics, 1200 -1500" by Bejczy, István Pieter, 1965-. The third is "Commentary on Aristotle's Nicomachean ethics" by Thomas, Aquinas, Saint, 1225?-1274. | McInerney, Ralph, 1929-2010 | Litzinger, C. I. |

SOLO  
SEARCH OXFORD  
LIBRARIES ONLINE

UNIVERSITY OF  
OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

Aristotle AND commentar\* AND ethic

ADVANCED SEARCH

Sort & Filter Results

Sort by Relevance

Show only: ^

Online Resources (31)

Physical Resources (139)

Library

Resource Type

Literary Form

Creator

Publication Date

Topic

PAGE 1 161 Results Save query

1

MULTIPLE VERSIONS

The reception of Aristotle's Ethics [electronic resource]  
Miller, Jon, 1970- editor | Cambridge University Press, publisher |

2 versions of this record exist. See all versions >

2

MULTIPLE VERSIONS

Virtue ethics in the Middle Ages [electronic resource] : commentaries on Aristotle's Nicomachean ethics, 1200 -1500  
Bejczy, István Pieter, 1965-

2 versions of this record exist. See all versions >

3

MULTIPLE VERSIONS

Commentary on Aristotle's Nicomachean ethics  
Thomas, Aquinas, Saint, 1225?-1274. | McInerney, Ralph, 1929-2010 | Litzinger, C. I. |

6 versions of this record exist. See all versions >

# Using special characters & Boolean operators in advanced search

Search Scope: Search Everything ▼

Any field ▼ contains ▼ **Arist\* Ros?** Resource Type All items ▼

AND ▼ Any field ▼ contains ▼ Language Any language ▼

Publication Date Any year ▼

+ ADD A NEW LINE ↻ CLEAR

→ Any field contains Arist\* Ros? SEARCH

# SOLO: Further guides



**OXFORD**  
**LibGuides**

Subject guides • Workshops • Research skills


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## SOLO - Search Oxford Libraries Online: Coverage

Coverage

Searching and ordering

Your account

Specialist materials 

Useful resources

Help/Feedback

What is SOLO and what does it cover?