

# Finding Stuff on SOLO Exercise: Subject Searching

Connect to SOLO at <http://solo.bodleian.ox.ac.uk>

## Subject searching using keywords

1. Choose **Advanced Search** and **Oxford Collections** in Search Scope. The default is to **Search Everything**, but this will probably bring back too many results.
2. Look at the search terms that you came up with in the 'Building a search' exercise earlier and work out how to use the terms you identified in SOLO. In the screenshot below is an example on the topic of the human rights of child refugees, formatted as follows:

Refugee\* OR "asylum seeker\*" AND child\* OR minor? OR juvenile\* AND "human rights

The screenshot shows the SOLO search interface. At the top, the 'Search Scope' is set to 'Oxford Collections'. The search query is entered in three lines, each starting with 'Any field contains'. The first line is 'refugee\* OR "asylum seeker\*"'. The second line is 'AND Any field contains child\* OR minor? OR juvenile\*'. The third line is 'AND Any field contains "human rights"'. To the right of the query, there are filters for 'Resource Type' (All items), 'Language' (Any language), and 'Publication Date' (Any year). At the bottom left, there are buttons for '+ ADD A NEW LINE' and 'CLEAR'. At the bottom right, there is a 'SEARCH' button with a magnifying glass icon. A preview of the search query is shown at the bottom: 'Any field contains refugee\* OR asylum s... AND Any field contains child\* OR minor? OR ju... AND Any field contains "human ri...'.

## Tips

- What key concepts did you identify in the 'Building a search' exercise? In the example above, the key concepts are refugees, children and human rights. Each of the key concepts is combined with AND (e.g., refugees AND children AND human rights). The AND ensures your search results contain all these words. In the advanced search, make sure to add a new line for each concept.
- If you identified synonyms or alternative words for your search terms, enter these on with OR in between each word e.g. (refugee OR asylum seeker) AND (child OR juvenile OR youth OR minor). The OR tells SOLO that your results must contain at least one of these words but not necessarily all of them, i.e., you

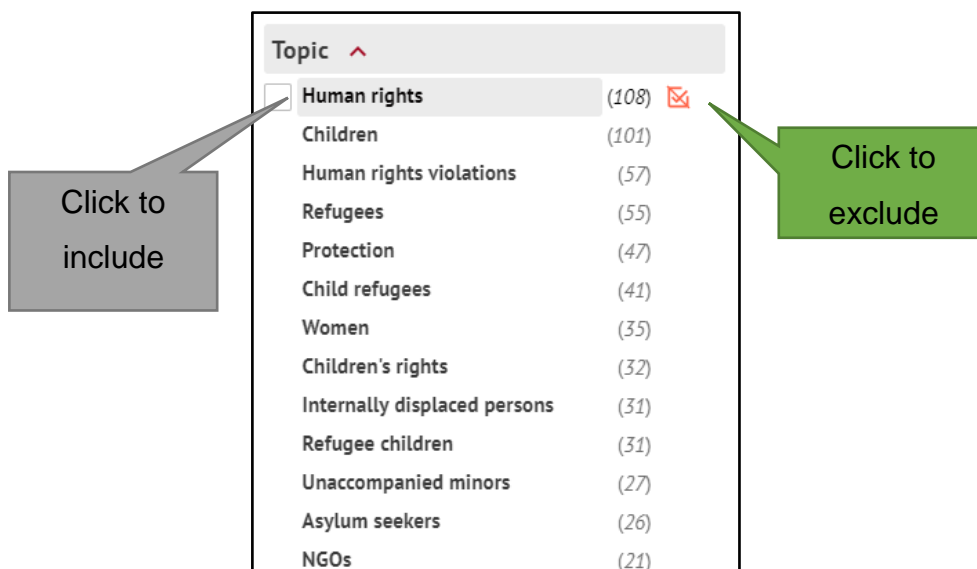
want results which have either the word refugee or asylum seeker (or both).

When you are using OR in SOLO it must be inserted in capital letters.

- To find alternative word endings, use an asterisk e.g., child\* finds child, children, childhood etc.
  - You can also replace a single letter or number with a question mark e.g., minor? finds minors, minor (but not minority, minorities etc). You can also use it in the middle of a word e.g. wom?n for women and woman.
  - To search for an exact phrase use “quotation marks” e.g., “Human rights”. Phrase searching is useful for phrases which have a particular meaning (e.g., “Human rights”, “discourse analysis”, “virtual reality”) and for the names of countries and organisations (e.g., “South Africa”, “United Nations”).
3. If you get a reasonable number of results move on to step 4 below. If you do not get any results (or very few):
- a. Check your spelling.
  - b. Try another search, this time for a slightly broader topic. For example, human rights or refugees generally or human rights of children generally. It may be that there is a chapter on your research topic in a book which has a broader focus.

If you get too many results:

- i. See if any of your search terms are being misinterpreted and adjust if necessary.
  - ii. Try narrowing down your search by including more concepts (e.g., limit your search to a particular region or country (e.g., child refugees in the UK or EU).
  - iii. Limit your search by date (see 4 below) so that you only see the most recent items.
4. To the left of your results, under **Sort & Filter Results**, you will find a list of some of the topics covered in your results list. Click to expand the list under **Topic**. To include a topic, tick the box to the left of the topic name. To exclude, hover your mouse to the right of the topic title and click the red x button. This is demonstrated in the screenshot below.



'**Include**' ensures all your results include the chosen concept (e.g., in a search for child refugees, ticking **include** for 'protection' will ensure that all your results relate to the protection of child refugees). **Exclude** will remove items from your list that relate to the chosen concept (so in a search for 'child refugees', ticking **exclude** for 'women' will ensure that you do not get any results about women. This could be dangerous as it may exclude items about women which also talk about children).

5. Try out the other options for refining your search by Publication Date, Library, or Creator (author).
6. It is particularly important to avoid using the Exclude option when refining by Library. This is because if an item is held in several libraries and you choose to exclude one of them, you will not see the item at all. For example, if you exclude the Bodleian Library, you will not see an item which is in the English Faculty Library (or any other library) but also in the Bodleian Library. To refine your search by library you are advised to use the Include option but not Exclude.

### Further advanced search options

- Try limiting your search to particular fields (e.g., authors, subjects etc.) using the drop-down menu.
- Try limiting your search by date, resource type (e.g., book, journal, audio-visual), language or by library (under **Search Scope**) or to online resources only.

## Finding items using subject headings

As well as entering keywords you can find items by using subject headings in SOLO.

If you already know the title of a book or other item which covers your research topic, you can often use this information to find other items on the same topic.

1. If you can remember the title of a book on your research topic, search for it now.  
Alternatively, pick a book from the results list of your keyword search.
2. Click **Details**.

Details

<b>Title</b>	Malaysia/Burma: Living in limbo: Burmese Rohingyas in Malaysia
<b>Variant Title</b>	Human Rights Watch Vol.12, No.4,(C)
<b>Author</b>	Human Rights Watch >
<b>Publisher Details</b>	Human Rights Watch
<b>Publication Date</b>	01/08/2000
<b>Format</b>	Pages: 78
<b>Description</b>	The focus of this report is on what happens to Rohingya when they reach Malaysia. There, they are not treated as refugees fleeing persecution who should be afforded protection, but as aliens subject to detention or deportation in violation of Malaysia's international human rights obligations. The authors of this report highlight that Malaysia is highly selective with regard to the refugee populations to which it affords protection, and Burmese Rohingya are one of the many groups that the Malaysian government refuses to recognise as having legitimate claims to protection. FMO Digital Library Resource Type: Country reports
<b>Language</b>	English
<b>Identifier</b>	fmo:5413
<b>Subjects</b>	Ethnic Discrimination > Refugee Status Determination Procedures > Children > Childrens Rights > Unaccompanied Children > Human Rights Violations > Asylum Seekers >
<b>Coverage</b>	Time: 1951-2000 -- Geography: Burma -- Geography: Malaysia
<b>Source</b>	Forced Migration Online Digital Library

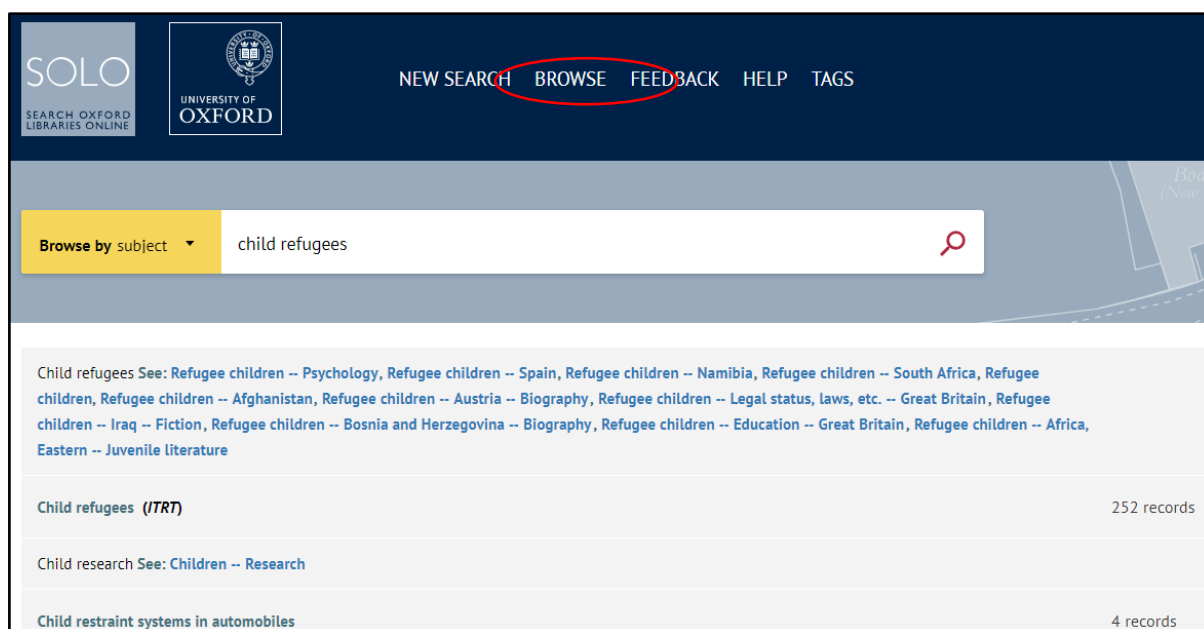
3. Under **Details** find **Subjects**. Click on the subject that is most relevant to your research. SOLO will then search for all items in the system with this exact subject heading. Note, SOLO does this by running a new search for your chosen subject heading but limits the search so that it only returns items which match the subject heading you chose exactly.

More about subjects: most items in SOLO have subjects (or subject headings) describing their coverage. These are chosen by librarians from a controlled list of subjects or thesaurus called **Library of Congress Subject Headings**. Because we use a controlled list of subject headings to describe books, you should be able to find all the items on a particular subject by searching using the correct subject heading.

If you are doing in-depth research, it is worth becoming familiar with the main subject heading for your topic as this will help you to find relevant items in SOLO and other library catalogues and databases. Discovering subject headings via the 'one good record' method described above is one way to do this. Your subject librarian will also be able to give you advice on subject heading for your subject.

You can also browse subject headings.

4. Return to the SOLO home page and choose **Browse** at the top of the screen.
5. You can browse alphabetical indexes of authors, titles, and subjects. Choose Browse by Subject from the dropdown, enter one of the subject headings you found in part 3 above (i.e., one of the subject headings listed for a book on your research topic) and click the search button.



The screenshot shows 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 (circled in red), FEEDBACK, HELP, and TAGS. Below the navigation is a search bar with a dropdown menu set to 'Browse by subject' and the search term 'child refugees'. A magnifying glass icon is to the right of the search bar. Below the search bar, there is a list of suggested search terms for 'Child refugees' and 'Child research'. The first suggestion is 'Child refugees (JTR7)' with 252 records. Other suggestions include 'Child research See: Children -- Research' and 'Child restraint systems in automobiles' with 4 records.

6. Look through the alphabetical list of subjects on screen. To the right of each heading, you will see the number of items available for that subject (e.g., in the screen shot above, 252 items are listed on child refugees). If you click on the subject, you will be taken to a list of these items in SOLO.
7. You may also see suggested search terms. In the example above, the first suggestion is 'Refugee children – Psychology'. You can use this to guess another subject heading, e.g., the heading for fiction about refugee children in Britain is likely to be 'Refugee children – Great Britain – fiction'. If you see or can guess a suggested

search term that looks interesting, copy it, and paste it into the browse by subject box at the top of the screen and click the magnifying glass icon to search.

Note, when browsing (or guessing) subject heading relating to Britain, use 'Great Britain', not 'UK'.