

# Welcome to iSkills: Getting started in Oxford Libraries

Trinity 2022 – Helen Bond and Alan Brown

We will begin shortly. Please mute your mic and switch your camera off for the start of this session.

The session will be recorded.

# Today's session

Intro to the libraries

Exercise: What libraries can I use?

Logins & passwords

Demo: Using SOLO to search our collections

Exercise: Filter your own search in SOLO

Demo: Placing requests in SOLO

Demo: My SOLO

Recap & feedback

# What do we mean by 'Oxford libraries'?

- Online library – access via [SOLO](#) with your Oxford Single Sign On (SSO)
- College libraries – you can only use your own (with the exception of Nuffield College Library for social sciences)
- Bodleian Libraries – group of 28 libraries, all of which you can use
- 'Other' libraries – you can apply to some of these for membership
- The library staff – we can help you both in the libraries and remotely

# Finding out about the libraries

The Bodleian Libraries [website](#)

A handy [map](#) of Oxford libraries

History of the [Bodleian Library](#)

The Bodleian is a [Legal Deposit](#) library

Millions of items stored offsite in the [Closed Stack](#)

Explore our [Special Collections](#)

# Exercise - which libraries to use?

Look at the [map of Oxford libraries](#) and **type into the chat** which of the Bodleian Libraries is closest to you.

Look at the [list of Bodleian Libraries](#) and **type into the chat** which of the Bodleian Libraries is best for your research interests.

**5 minutes**

# Logins: Oxford Single Sign-On (SSO)

**Users:** Only current members of the University (excludes alumni).

**Format:** abcd1234@OX.AC.UK (this is not your email address)

**Use this for:** Signing-in to the online library catalogue SOLO  
(and lots more)

**Login details:** Usually issued by your college or department.

For assistance in activating an SSO, getting a reminder of your username, or resetting your password, contact: [IT Services](#), Banbury Road

# Logins: Remote Access Account

**Users:** Current members of the University (excludes alumni).

**Format:** abcd1234@OX.AC.UK (this is not your email address)

**Use this for:** Signing-in to the eduroam wifi network and Oxford VPN service.

**Login details:** Username is your SSO username. Password can be set up on the IT Services Self Registration pages.

[Remote Access Services](#)

Contact: [IT Services](#), Banbury Road

# Logins: Bodleian Libraries account

**Users:** All registered users of the Bodleian Libraries.

**Use for:** Signing-on to the online library catalogue SOLO (if you do not have an Oxford SSO login)

Logging on to reader PCs in the Libraries.

Logging on to the [‘Bodleian Libraries’ WiFi](#) network.


Using [PCAS](#) (Print, Copy & Scan) services.

**Username:** The barcode number on your card (next slide)

**Password:** A password that you have to set yourself before using:  
<https://register.bodleian.ox.ac.uk/>



# Bodleian Libraries account username



UNIVERSITY OF OXFORD

Christopher M Wren

UNDERGRADUATE reading for  
MMathPhil Mathematics & Philosophy  
Mathematical Institute  
136  
12345

VALID UNTIL  
30 JUN 2017

S 28047

Barcode number =

Library Account Login

A red arrow points from the barcode area to the text 'Barcode number =' in a box below.

# Using SOLO to search our collections



SOLO SEARCH OXFORD LIBRARIES ONLINE

UNIVERSITY OF OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP TAGS

Rachel Childs

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

Enter your search here Search Everything ADVANCED SEARCH

**SOLO status**

- 13 April 2021: The full texts in Oxford Scholarly Editions Online are currently unavailable. We are working to restore access as quickly as possible.
- See the [latest information on libraries reopening](#)
- A wide range of digital services are still available with **many more ebooks** to Keep the University Reading
- Streamlined access to online journals** directly from SOLO, from the [BrowZine 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 | BrowZine
- Databases A-Z
- Chinese Catalogues
- Special Collections Catalogues
- DigitalBodleian
- ORA
- ORLO

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Accessibility | Privacy | Cookies | SOLO classic

BODLEIAN

# Exercise: filter your own search in SOLO

Take 5 minutes to have a play searching 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 collection?
- How many results do you end up with?

# Getting your materials

Online access

In a library

Place a hold request ([video](#))

Scan & Deliver ([video](#))

Requesting from the Closed Stack ([video](#))  
(allow up to 2 working days – see [delivery schedule](#))

Using eLD items ([guide](#))

[Interlibrary loans](#) for items not held in Oxford

Recommend a [purchase](#)

# My SOLO

Sign in to SOLO to manage your library activity:

Loans & renewals ([video](#))

Loans history

Check on and cancel requests

# Recap

Choosing which libraries to use

Searching SOLO

Finding and requesting material

Using My SOLO to manage your account

# Getting help

Live Chat – on SOLO and on Bodleian website

Reader services [email](#)

Your [subject librarian](#) – find yours

[Video tutorials](#) for this class

[iSkills workshops](#)

Subject and research [guides](#)