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 <u>SOLO</u> 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 <u>map of Oxford libraries</u> and **type into the chat** which of the Bodleian Libraries is closest to you.

Look at the <u>list of Bodleian Libraries</u> 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.

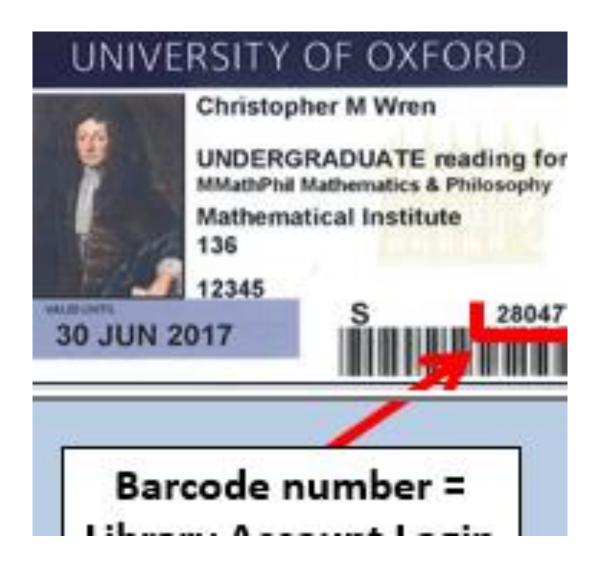
Using PCAS (Print, Copy & Scan) services.

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

Password: A password that you have to set yourself before using:

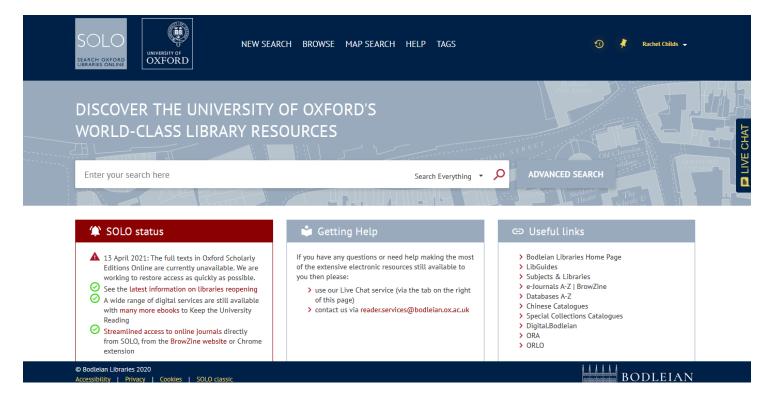
https://register.bodleian.ox.ac.uk/

Bodleian Libraries account username



Using SOLO to search our collections





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 <u>subject librarian</u> – find yours

Video tutorials for this class

iSkills workshops

Subject and research guides