SOLO guide

Connecting to SOLO and signing in

Go to http://solo.bodleian.ox.ac.uk. You will need to sign in to SOLO to:

- see whether an item can be borrowed and for how long
- request items from offsite storage or reserve an item which is out on loan
- renew your books and view your loans, fines and other patron details
- view the full range of online resources
- access ebooks and ejournals when you are off campus

The sign in button is in the top right-hand corner of the screen.

Current members of the University should use their 'Oxford Single Sign On' (SSO). See the IT Services website for details. Other Bodleian Libraries members should choose 'Other Bodleian card holders' and use their Bodleian Libraries username and password. See the Bodleian Libraries website for information.

Searching

The easiest way to search SOLO is to enter title keywords and/or authors.

buchanan britain spanish civil war	✕ / Search Everything ▾ 🔍

You may also enter other bibliographic details such as editors, translators, publishers or publication date. Don't include e.g. 2nd ed.
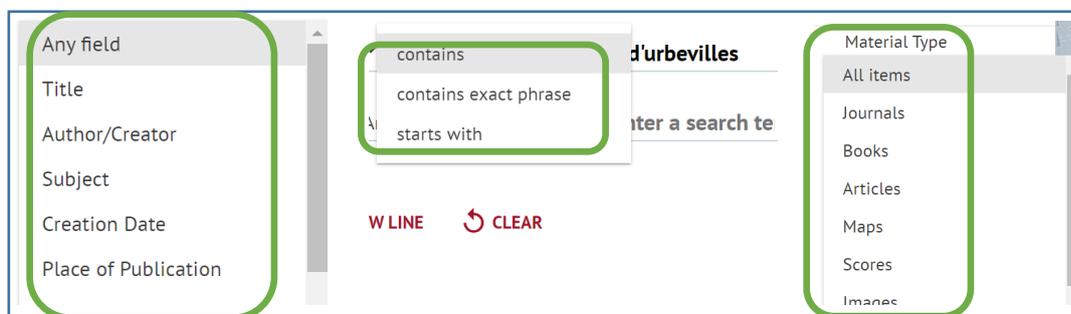
If you are unsure of a spelling you can replace a letter or number with the wildcard ? e.g. Gr?y finds Grey and Gray. Alternatively, you can add * to the stem of a word to find alternative endings, e.g. child* finds child, children, childhood etc.

Change the 'Search Everything' dropdown to limit your search to online articles or to a particular library's physical items.

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Advanced searching

- The advanced search option can help you to limit your search and is particularly useful if you are getting too many results.

Any field		contains		d'urbervilles		Material Type
Title		contains exact phrase				All items
Author/Creator		starts with		ter a search te		Journals
Subject						Books
Creation Date		W LINE ↺ CLEAR				Articles
Place of Publication						Maps
						Scores
						Images

Advanced Search also includes options to search by publisher, date range or language.

Languages

SOLO supports searches in foreign languages including non-Roman scripts. For advice, [contact your subject librarian](#).

Browse Search

Browse Search allows you to look through A-Z lists of authors, titles or subjects. It includes physical library materials, ejournals and ebooks but not databases or papers indexed in the Oxford Research Archive (ORA).

Requesting

We encourage you to reserve books which are out on loan by clicking '**Request**'. This will prevent the book being renewed by the current reader and prompt them to return it to the library. However, you may not request items which are already available in the library. For these, arrange to visit the library to consult/borrow the book.

If the item is not on the open shelves, e.g. in the Bodleian Offsite Storage, you will need to order it by signing into SOLO and clicking '**Request**'. Choose a 'Delivery/Pickup Location' where you will either read or collect the item (most items cannot be taken away from the library).

You can track the progress of all your requests by looking in your My SOLO account (top right) followed by 'Requests'. For more information [see our SOLO guide](#).

Searching for journal articles

You may search for journal articles using the 'Articles' option. Note:

- **Articles** searches a huge range of online journal articles but does not include print titles. A small number of ejournals are also omitted. It is best searched by article title and/or author or keywords.

| khan geophysical evidence for melt in the deep lunar interior | ✕ | Articles ▾ | 🔍 |
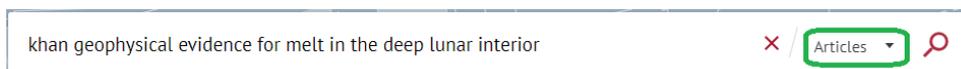
- **Oxford Collections** covers both print and ejournals but must be searched by **journal title** (not article title or author).

| Journal of Geophysical Research Planets | ✕ | Oxford Collections ▾ | 🔍 |

Searching for specialist materials

[Read our guidance on searching for specialist materials](#) such as maps, music, early and rare books and official papers.

Refining searches

Once you have performed a search, use the options down the left of the screen to sort & filter your results by resource type, subject, publication date etc.

Versions: finding online and print versions and different editions

When SOLO finds different 'versions' of the same work (e.g., different editions or printed and online copies), it groups them together. Click '*n* versions of this record exist. See all versions' to see the individual works. Tip: to find works by a specific editor within a very large group of versions, ensure that the sort order is set to 'relevance'.

Access ebooks, ejournals and online articles

To access an ebook, ejournal, or online article click 'Online access'.

JOURNAL
Journal of contemporary history [electronic resource].
Institute of Contemporary History Institute for Advanced Studies in Contemporary History
1966- | London : Weidenfeld and Nicolson
● Online access >

If you have chosen an ejournal, you will be taken to the View Online section where you will see which databases provide access to that journal. If there is more than one database listed, check the date range before choosing.

View Online

Full text availability

PubMed Central
Available from 2010 volume: 1.

Locating items

To find out which libraries have copies of an item choose 'Find & Request'. Then click each library to check availability and shelfmark. Remember to sign in to see whether the item is loanable and for how long.

Filters: Education Library ▼ volume ▼ year ▼ description ▼

Item in place   Corner Room - LF509 GRE
Loanable - 28 Days (0 requests)

Restricted items and electronic Legal Deposit

You may find items with the notice 'electronic Legal Deposit item – available via Bodleian Libraries reading room PCs only'. These items are received through legislation, which entitles the Bodleian Libraries to a copy of every item published in the UK and Ireland. The Legal Deposit Act 2003 imposes a number of restrictions, including limiting access to Bodleian Libraries computers only, restricting access to one person at a time and prohibiting digital copying and saving.

Many 'electronic Legal Deposit' items are also available as regular ebooks or ejournals, which are subject to fewer restrictions. Look for the green 'Online access' button for ebooks (● Online access >) or 'Other ways to get this' for ejournals.

Further help and guidance

For further help and contacts <u>see our help guide</u>.