

# Introduction to Anthropology at the Bodleian Libraries

**Helen Worrell** 

Archaeology and Anthropology Subject Librarian

# Plan for today



Understanding the Library system



Library Spaces



Finding what you need



**Accessing Library Services** 



Getting further help

# Plan for today





#### 26 libraries including:

Art (BAAAW) Library, Radcliffe Science Library, Old Bodleian Library etc.

118,000 + e-journals

1.4 million e-books

1,500 databases

13 million print volumes (1,000 items added weekly)



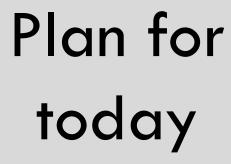




Understanding the Library system



Library Spaces



# Pick your study space...

-All-

Contemporary

Historic

Silent

Low background noise

Hot and cold drinks allowed (KeepCups)

Bottled water only

No drinks allowed

#### -All-

Café/refreshments

Places to take a break

Toilets

Large desks

Individual carrels

Group study areas

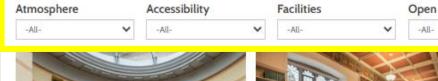
Laptop-free areas

Print, copy and scan (PCAS)

3D printers

Free Wi-Fi

Sockets





Art, Archaeology and Ancient World Library

Mon-Fri: 9am-9pm | Sat: 10am-6pm | Sun: 11am-7pm



**Bodleian Old Library** 

Mon-Fri: 9am-9pm | Sat: 10am-4pm | Sun: 11am-5pm



Cairns Library at John Radcliffe Hospital

Mon, Tues, Thurs & Fri: 9am–7pm | Wed: 10am–7pm | Access 24/7 for OUH staff, clinical medical and graduate...



**Education Library** 

Mon-Fri: 8.30am-7pm | Sat: 1pm-6pm | Sun: 11am-6pm



English Faculty Library

Mon-Fri: 9am-5pm



Girdlestone Memorial Library at Nuffield Orthopaedic Centre



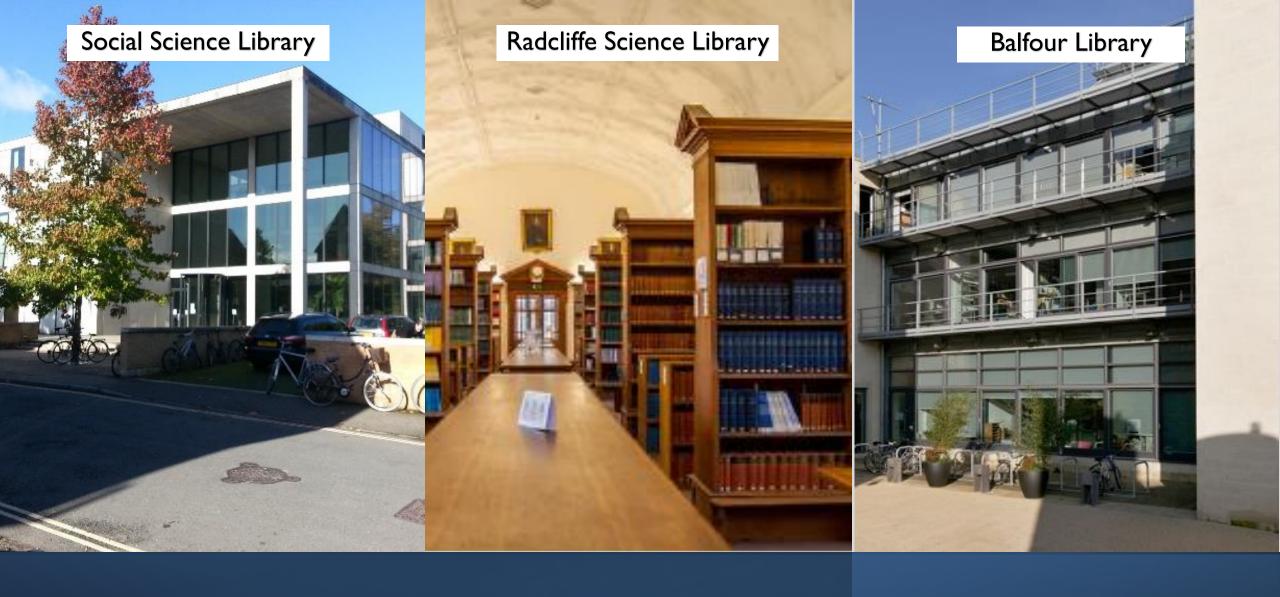
History of Medicine Library

Mon-Fri: 2pm-5pm



Horton Hospital Library

Mon-Fri: 9am-5pm



Key libraries for Anthropology







# Social Science Library

• Term Time (wk 0-9) opening hours: M-F: 9am-10pm / Sa:10am-6pm / Su:11am-7pm

- Subjects covered:
- Anthropology (inc Medical and Biological), Migration Studies, Forced Migration Studies, Geography.



# Social Science Library Services

- Main enquiry point with efficient and friendly staff
- Wide range of study spaces
- PCs and WiFi
- Printing, Copying and scanning
- Subject Consultants







# Radcliffe Science Library

• Term Time (wk 0-9) opening hours: M-F: 9am-10pm / Sa:10am-4pm / Su:11am-5pm

- Subjects covered:
- Physical Sciences, Biological Sciences, Medicine, Experimental Psychology, Mathematics, Computing Science and Geography.







# **Balfour Library**

#### Term Time (wk 1-8) opening hours:

M-F: 12.30pm-4.00pm only

(last entry 3.45)

#### **Subjects covered:**

Archaeology and anthropology Museology / Museum Studies Material culture including art and traditional music

limited seating for Balfour Library material only <a href="https://www.prm.ox.ac.uk/balfour">https://www.prm.ox.ac.uk/balfour</a>

# Borrowing

Student type	Loan type	Loan period	Loan limit	Max. renewal period	Auto renew?
All Post- Graduates	Same Day Loan	3 hours	3 items	Can't be renewed	No
All Post- graduates	Short Loan	2 days	5 items	112 days (16 weeks)	Yes
All Post- graduates	Week Loan	7 days	20 items	112 days (16 weeks)	Yes
D.Phil. Only	Long Loan	28 days	30 items	112 days (16 weeks)	Yes



# Borrowing

- Automatic renewal upto
   I12 days (16 weeks)
- Remember your books may NOT renew
- Overdue books = Blocked from borrowing

# Group study rooms

Easy to book online.

Rooms available for groups of 3 to groups of 16.

All rooms have step-free access and Wi-Fi available.

Where drinks are allowed, these can be hot and cold drinks in KeepCups.



More information for all library sites:

https://www.bodleian.ox.ac.uk/services/group-study-rooms





Understanding the Library system



Library Spaces



Finding what you need

#### Using SOLO





NEW **SEARCH** 

**PURCHASE** HELP REQUEST

NEED MORE?



Worrell, Helen 🔻

CHAT

Enter your search here

Sear

Renew, reserve, save, cite, access

#### Announcements

The accessibility of SOLO has been improved to make it easier to navigate when zoomed in or using a screen reader. Further accessibility improvements pending. See our accessibility statement for further details.

The British Library is currently dealing with a major system outage and as a result there is no access to Electronic Legal Deposit content. This includes non-print



#### Getting Help

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

- > use our Live Chat service
- > contact us via reader.services@bodleian.ox.ac.uk

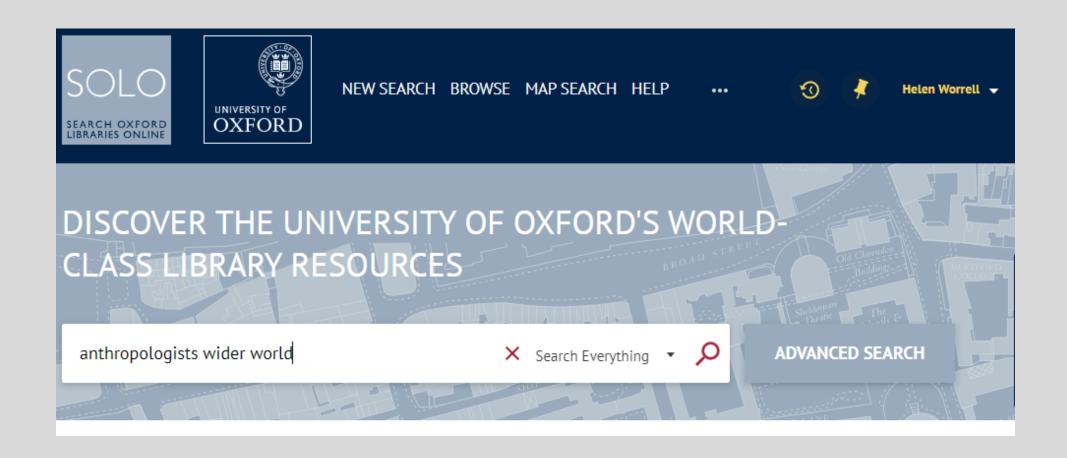
http://solo.bodleian.oxivac.uk

#### □ Useful links

- > Bodleian Libraries Home Page
- > Subject & Research Guides
- > Find A Library
- > Journal Search | BrowZine
- > Databases A-Z
- > Special Collections Catalogues
- > Digital Bodleian
- > Exam Papers

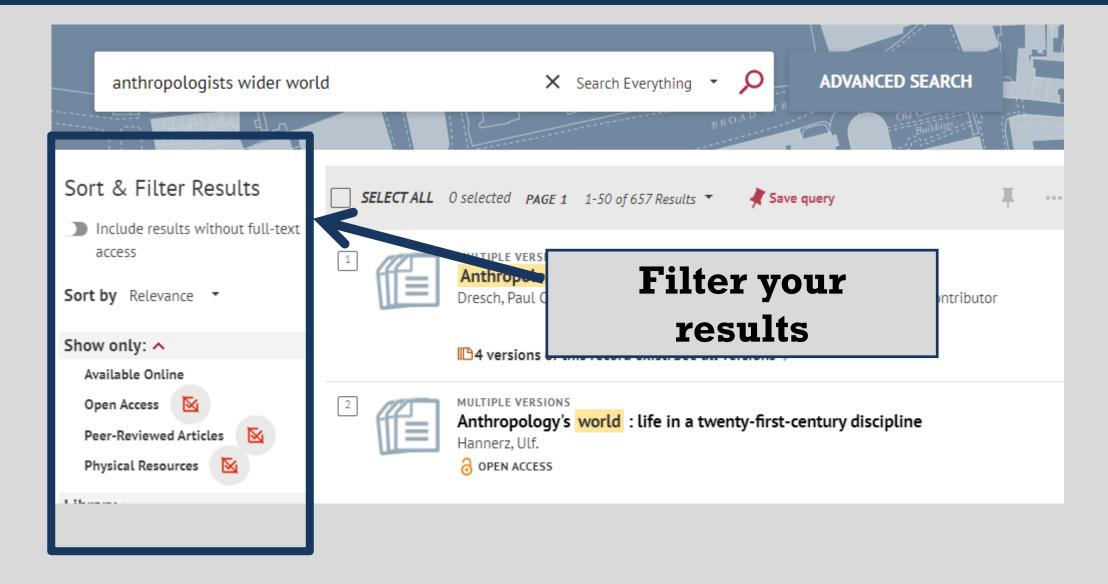
> ORLO (Oxford Reading Lists Online)

# Using SOLO

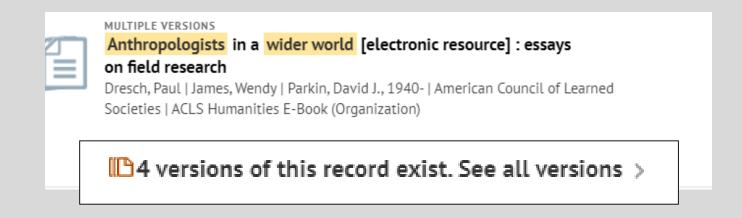


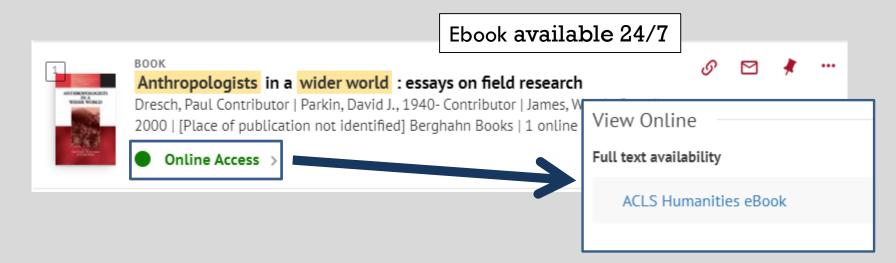
Enter keywords in search bar

#### Using SOLO



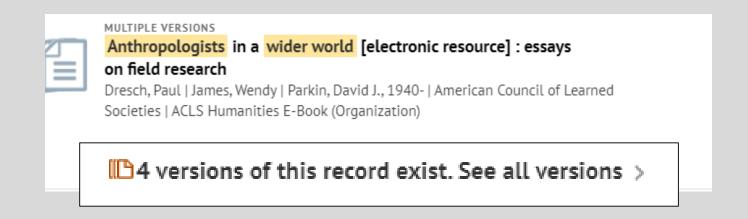
#### Using SOLO: ebooks

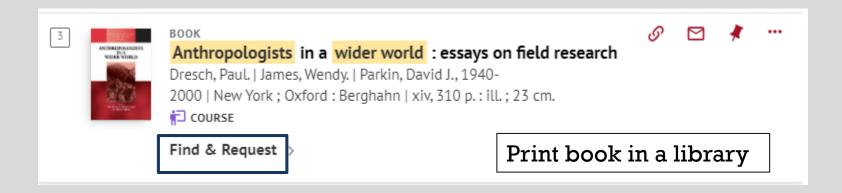




In the results screen, SOLO clusters print and online copies of the same title

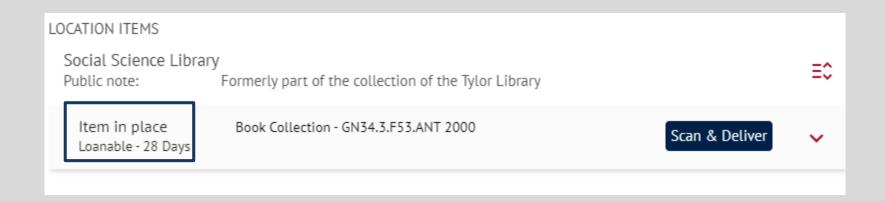
# Using SOLO: print books





Click find & request to see which libraries have a copy of the book

# Using SOLO: print books

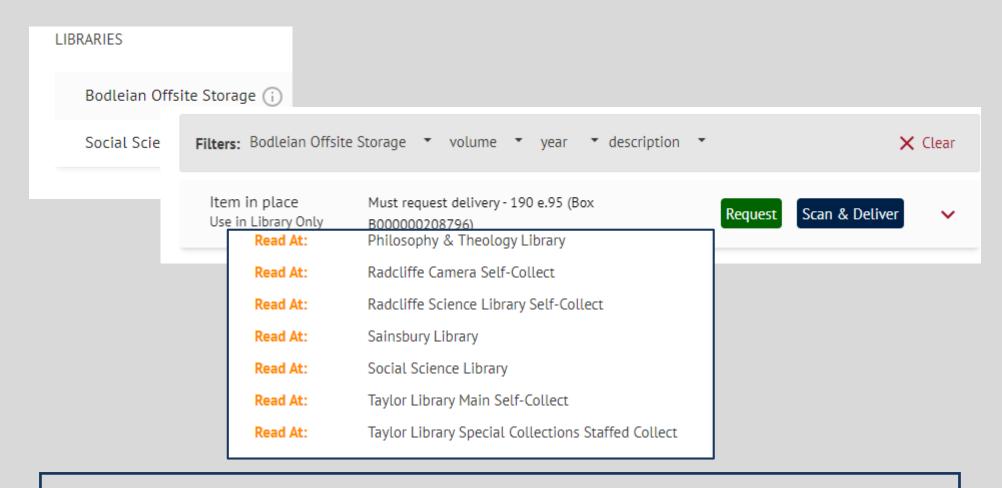


This book is available and on the shelf. Make a note of the shelf mark to help you find it.

Find & Request

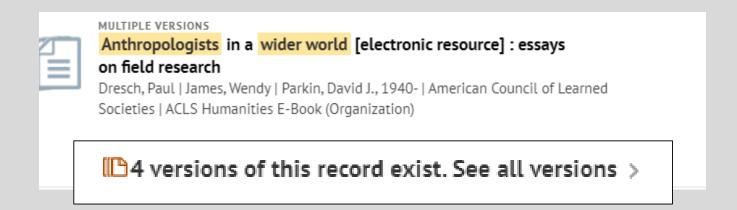
i Before requesting, check for 'item in place' copies - it will be quicker for you to fetch it from the shelf than to wait for a request

### Using SOLO: off-site storage



This book is stored offsite. Click 'Request' to order to a library or 'OffsiteScan' to receive a PDF scan of a chapter via email.

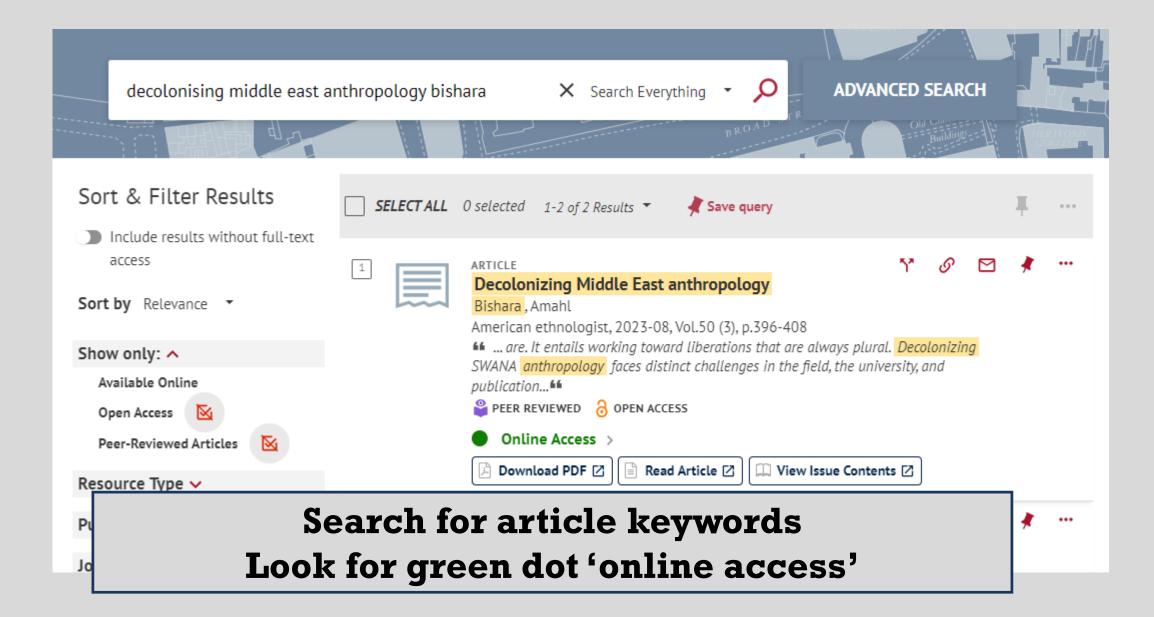
# Using SOLO: electronic legal deposit



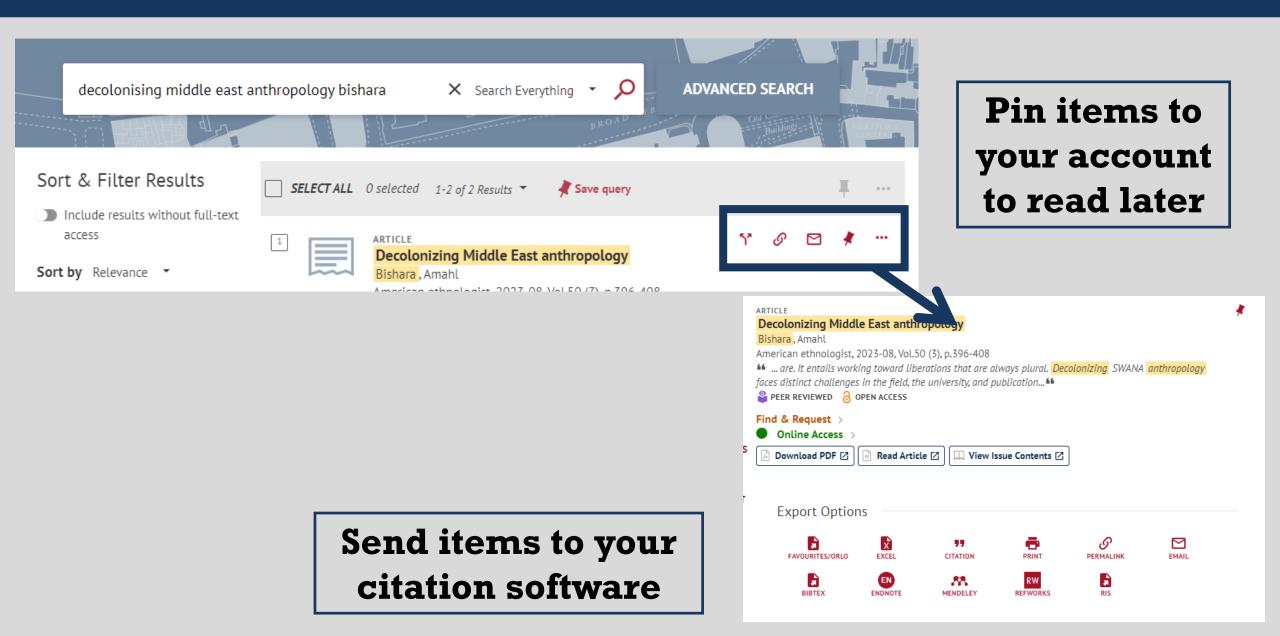


Restricted items, look for green dot items instead

# SOLO: journal articles



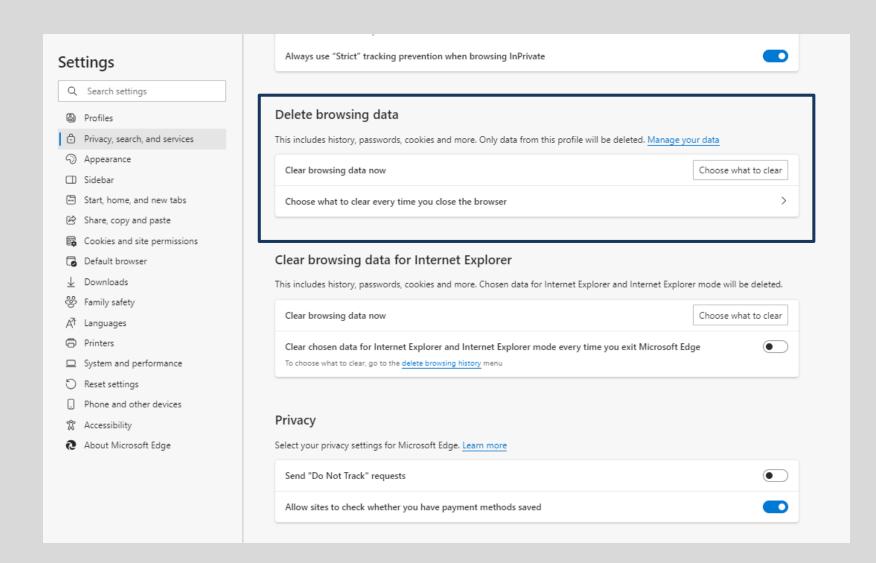
### SOLO: Useful tips



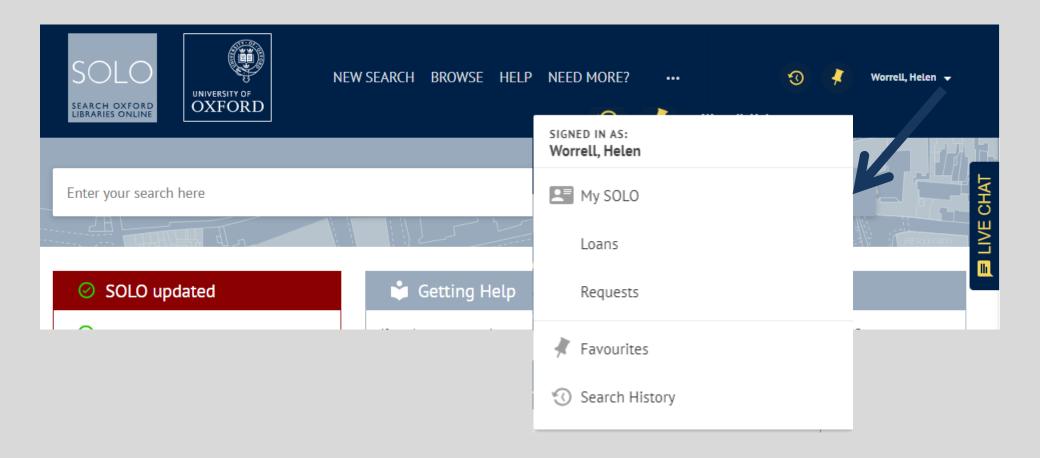
#### SOLO: Useful tips

Downloading lots of pdfs to read later?

Remember to clear your cache and cookies!



# SOLO: MySolo



My SOLO shows your loans, requests and more.

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**Accessing Library Services** 

#### SOLO: useful links box





NEW SEARCH

HELP

PURCHASE REQUEST NEED MORE?





Worrell, Helen ▼

Enter your search here

Search Everything



ADVANCED SEARCH

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#### Getting Help

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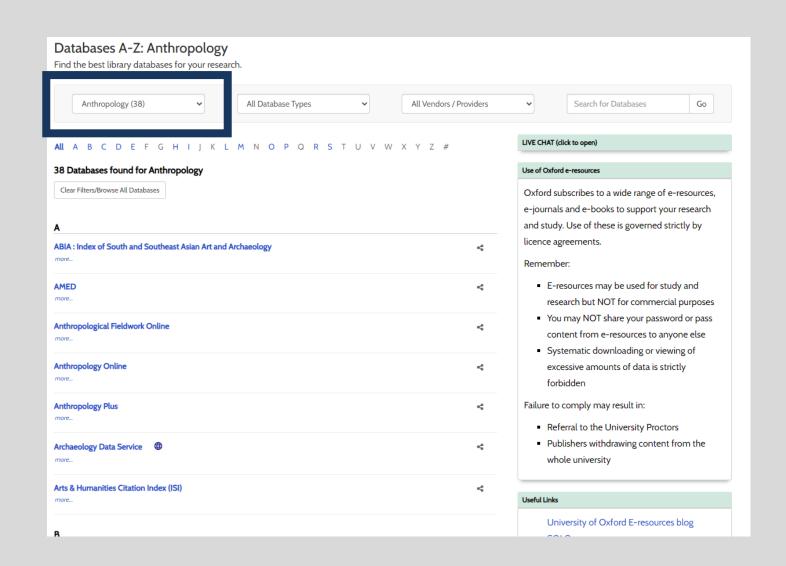
#### Useful links

- > Bodleian Libraries Home Page
- > Subject & Research Guides
- > Find A Library
- > Journal Search | BrowZine
- > Databases A-Z
- > Special Collections Catalogues
- > Digital Bodleian
- > Exam Papers
- ORA (Oxford University Research Archive)
- > ORLO (Oxford Reading Lists Online)

#### Databases A-Z

Provides information on online databases and archives

Click 'more' for info on scope, coverage and access



### Accessing online journals



#### **Browzine**

List of online journals

Browse by subject

Create virtual bookshelves for you research area

Subscribe to new content alerts for specific journals

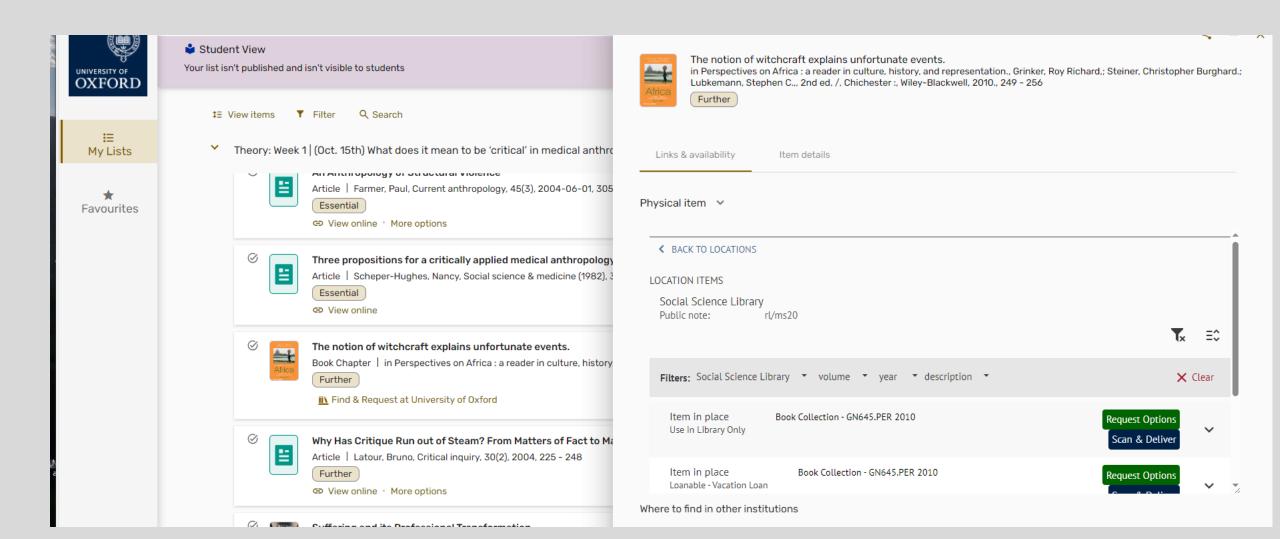
#### **Journalsearch**

List of online journals

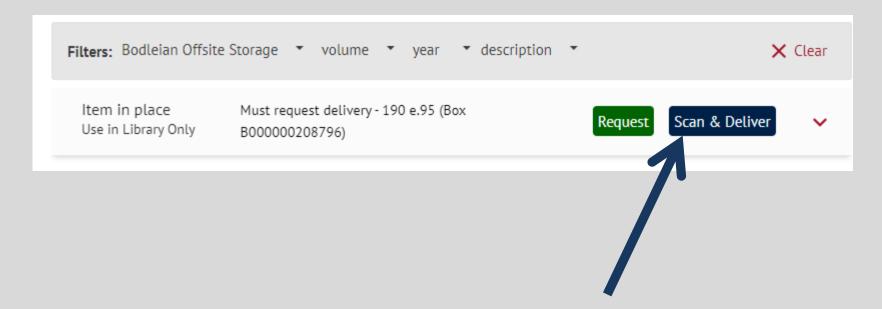
Browse by subject

Useful for journals with tricky names

**ORLO** (Oxford Reading Lists Online) provides **direct links** to online content and live **location** and **availability** information for books. It makes finding material easy giving you **more time** to study and learn.



#### Scan & Deliver

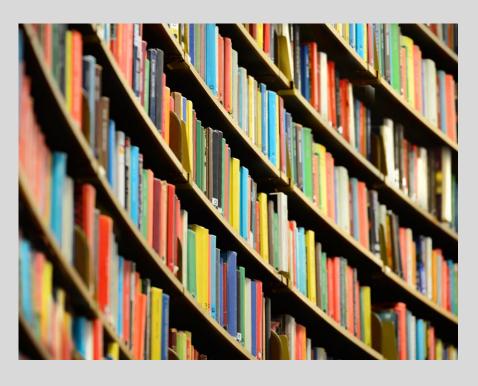


Request a chapter or article in a print resource to be scanned and delivered to your email address

1 free request per day

7 working day turnaround

#### Inter-library loans



#### What is an interlibrary loan?

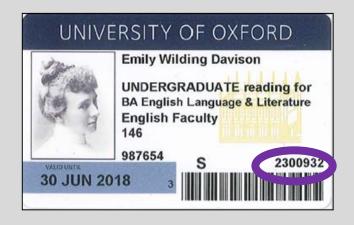
- Interlibrary loans provide you with access to materials not held within the Bodleian Libraries.
   These materials can include copies of articles or book chapters.
- Requests can be submitted through SOLO via the 'Need More?' link at the top of the screen.

#### Further information

 Find further information at <u>bodleian.ox.ac.uk/services/borrow/inter-library-loans</u>

# Connecting to services: 1





Your **username** is the 7-digit number on your University card.

Bodleian Libraries username and password
Photocopying, printing, scanning, computing and
Wi-Fi

Username: barcode number

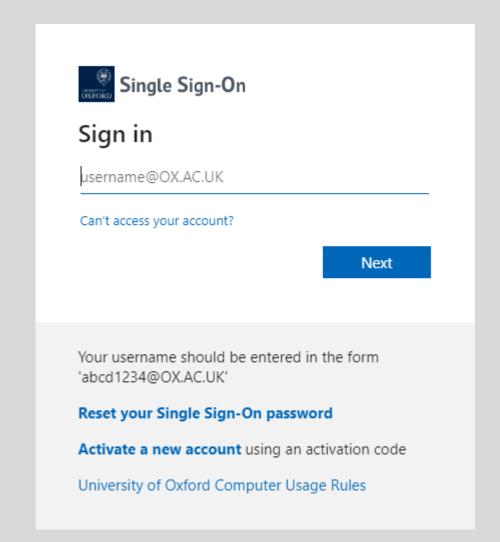
Set your password

at <a href="https://register.bodleian.ox.ac.uk/">https://register.bodleian.ox.ac.uk/</a>

## Connecting to services: 2

Use your **Single Sign On (SSO)** (issued by IT Services) to:-

- login to **SOLO** (the catalogue)
- 2. and MyAccount (renew books; order stack requests)
- 3. access online resources offcampus



4. Order free chapter scans

Remember to logout when using public access PCs

# Printing, Copying and Scanning



- > Account set up automatically
- Use Bodleian Libraries username/password
- > On first use link university card to account
- ➤ Top up using credit/debit card at <a href="https://pcas.bodleian.ox.ac.uk">https://pcas.bodleian.ox.ac.uk</a> (or select icon on library PCs)
- > Remember scanning is FREE!

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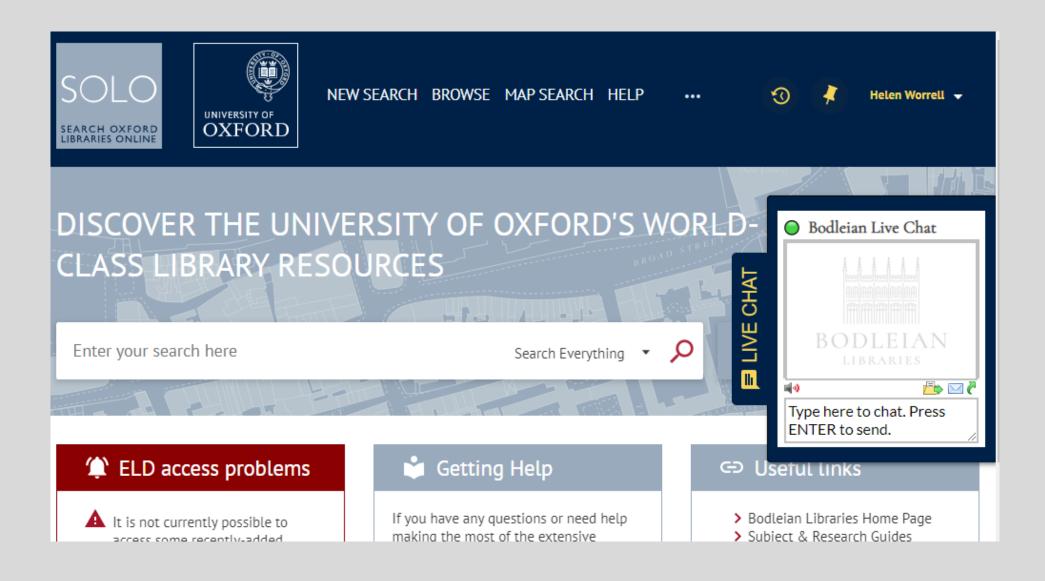


**Accessing Library Services** 



Getting further help

### Sources for help: Live chat



### Sources for help: Study Skills



Advice on academic good practice including avoiding plagiarism, managing your taking, referencing and revision. You can also consult your subject handbook and graduate supervisor for advice specific for your discipline.





Plagiarism

Learn how to avoid unintentional plagiarism and

Managing your workload

Tips for effective time management and essay

https://www.ox.ac.uk/students/academic/quidance/skills



### Learning Productivity and Study Skills Support

In this area, you can find resources to help with your learning productivity and study skills. You can ask questions and share tips. You can browse the content without joining or even logging in. But **join** if you want to ask questions and get notifications of upcoming events.



Mome

Reading Reading

Writing

**Referencing** 

Organisation

Tools for Study

Session Recordings

? Learn more

https://canvas.sbs.ox.ac.uk/courses/56

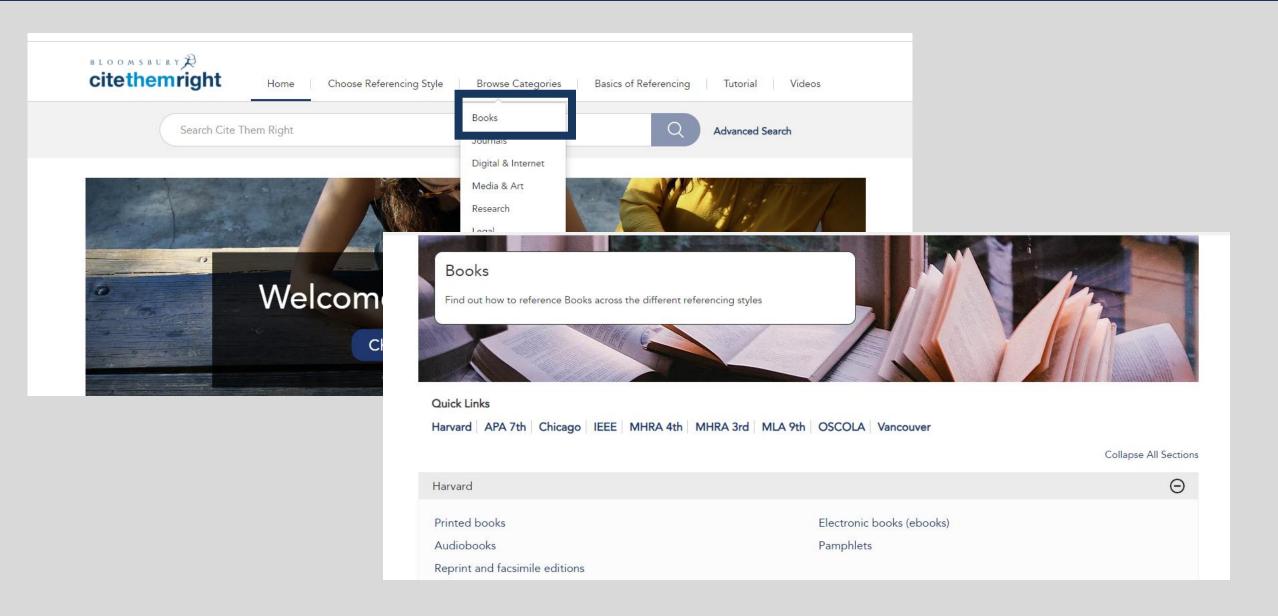
### Sources for help: Study Skills

- Free books, documents and videos on study skills.
- Over 300 resources!
- Topics include note taking, critical thinking and referencing.
- Go to https://oxford.alma.exlibris group.com/leganto/public/4 4OXF\_INST/lists/4286169899 0007026?auth=SAML

or scan the QR code.



### Sources for help: Cite them right



### Sources for help: iSkills workshops

### **Topics covered:**

- Information discovery and searching for scholarly materials
- Endnote, RefWorks, Zotero and Mendeley for managing references and formatting footnotes and bibliographies
- Keeping up to date with new research
- Measuring research impact
- Understanding copyright and looking after your intellectual property
- Open Access publishing and compliance
- Managing your research data

https://www.bodleian.ox.ac.uk/ask/workshops#/

### Sources for help: LibGuides

Bodleian Libraries / Oxford LibGuides / Subject and Research Guides / Home

Subject and Research Guides: Home



#### **Subject Guides**

Expert advice on resources for your subject area



#### Guidance for researchers

Services, materials and tools for researchers in all disciplines



#### **Getting Started**

Guides to getting started in the Bodleian Libraries



#### Workshops

Workshops to develop your skills in information discovery

https://libquides.bodleian.ox.ac.uk/oxford



#### Contact us

#### Subject Specific Enquiries

If you have a subject enquiry please contact your subject librarian.

#### **General Enquiries**

Email: reader.ser-

vices@bodleian.ox.ac.uk

Telephone: 01865 277162

**Post:** Main Enquiry Desk, Bodleian Library, Broad Street, Oxford OX1 3BG

#### Chat to a librarian

Live Chat is closed. Please email: reader.services@bodleian.ox.ac.uk

#### Follows us







### Disabled readers / readers with SpLDs

- If you have a disability or a Specific Learning Difficulty (e.g. dyslexia), you may be able to register for additional library support such as extended loans
- Please contact the Disability Librarian for further information

Tel. 01865 283861

Disability.librarian@bodleian.ox.ac.uk

http://libguides.bodleian.ox.ac.uk/disabled-

readers

http://www.bodleian.ox.ac.uk/using/disability

### Research Skills for Anthropology workshops

PRS students: Wednesday, Week 4 as part of your 'Fieldwork Essentials' class

MSc/MPhil students: Wednesday Week 5, 1.30pm-2.30pm Seminar Room 1, Manor Road Building

### Any further questions

Helen .Worrell @ Bodleian.ox.ac.uk

Referencing questions

New book requests

Make the best of SOLO

Finding literature on a topic

Buying resources for your reading list

Using alerts to keep up to date