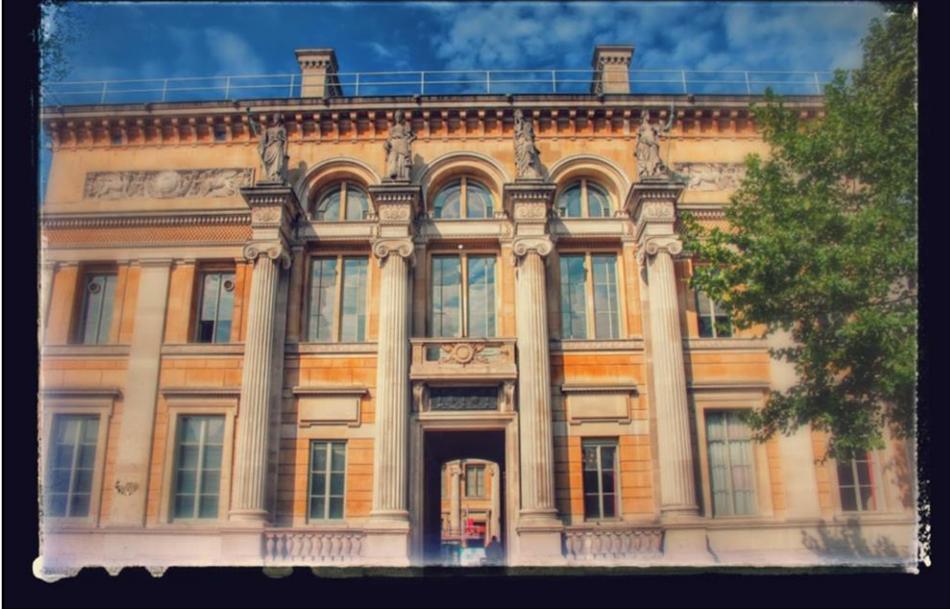


Welcome to the Taylor Institution Library!



This a brief overview of some of the main functions of SOLO, designed to help you find material on your reading lists.

How do I find...?

SOLO - the library catalogue

- Printed materials in Oxford libraries e.g. books, journals, theses, conference proceedings, official / government papers
- Electronic journals, databases and AV materials
- Excellent for finding specific items

OxLIP+ - Catalogue of e-resources

- * A-Z of databases
- * A-Z of eJournals
- * Everything on OxLIP+ is also on SOLO
- * OxLIP+ covers electronic materials only

SOLO is the library catalogue, containing details of printed and electronic materials in Oxford libraries. OxLIP+ is the A-Z of Oxford's e-resources, for example e-journals and databases. Everything on OxLIP+ is also on SOLO, so this outline will concentrate on SOLO.

http://solo.bodleian.ox.ac.uk/

The screenshot shows the SOLO front page with the following sections:

- Header:** SOLO logo, University of Oxford logo, and navigation links: [Oxford Collections](#), [Articles & More](#), [Search Everything](#). A search box is located in the center with a dropdown menu for "All libraries/collections" and a "Search" button. To the right, there are links for "Advanced Search", "Browse Search", and "New Search".
- Special Collections Reading Room Closures and Book Orders:** A notice about the closure of the Special Collections Reading Room (Radcliffe Science Library) and Duke Humfrey's Library (Old Bodleian) on Friday 19 September 2014. It mentions that services will move to the Weston Library and provides contact information for rare books@bodleian.ox.ac.uk.
- Shelfmark searches for Chinese material:** A notice about problems with shelfmark searches for Chinese language materials and provides a tip to use the "in" shelfmark and change full-stops and slashes to a space.
- SOLO Live Help:** A chat window titled "SOLO Live Help" with a text input field and a "Type here to chat. Press ENTER to send." prompt. There is a link "About this service" to the right.
- Latest news:** A section with three news items: "Leading photographers donate major works to help save the Fox Talbot Archive", "NEW from BODLEIAN PUBLISHING: Secrets in a Dead Fish", and "Saving the Past: Digitization at the Bodleian Libraries".
- Right-hand sidebar:**
 - About SOLO:** Links for Coverage, Feedback, Getting Help, and SOLO Service Updates and Development.
 - Other Catalogues and Services:** Links for Bodleian Map Room Card Catalogue, Bodleian Music Card Catalogue, CJK Aleph, Oxford Research Archive (ORA), and Special Collections catalogues.
 - Requests and Holds:** Links for Request limits and Delivery Times, Library passwords, and Book recommendations.
 - Managing your references:** Links for RefWorks, Endnote, Zotero, Mendeley, Colwz, Papers and BibTex.
 - SOLO video tutorials:** A grid of eight video tutorial icons: Searching, Reserving a book, Renewing your books, Saving searches, Signing on, Searching for maps, Requesting closed stack material, Using the e-Shelf, and Searching SOLO by date.

This is the SOLO front page. Note the search box (top centre), Live Help (bottom left) and video tutorials (bottom right).

Hi Guest e-Shelf My Account **Sign In**

OxLIP+ OU e-Journals Bodleian Libraries Subjects & Libraries Tags Feedback Help

Oxford Collections Articles & More Search Everything What am I searching? All libraries/collections Search Advanced Search Browse Search New Search

Limit your search: All items that contain my query words anywhere in the record

Sign in with your Single Sign On to use all the functions of SOLO, including renewing your books and placing requests.

[Oxford Single Sign On](#)

Choose this option if you have a University of Oxford single sign-on username (SSO) e.g. abcd0123

Once you've signed in your name will appear at the top of the screen. Remember to sign out at the end of your session.

Joanne Edwards e-Shelf My Account Sign out

OxLIP+ OU e-Journals Bodleian Libraries Subjects & Libraries Tags Feedback Help

Advanced Search Browse Search New Search

At the beginning of a session, remember to sign in to SOLO with your Single Sign On. This will make sure you can use all the functions of SOLO such as reserving and renewing books. When you're signed in, your name appears at the top of the screen. Always sign out again at the end of the session.

To find items on your reading list, type title and author keywords into the search box.

For example:

Edwin Williamson, A Penguin History of Latin America (London: Penguin, 2009)

The screenshot shows the Oxford Collections search interface. At the top, there are navigation tabs: 'Oxford Collections', 'Articles & More', and 'Search Everything'. A search bar contains the text 'williamson penguin history latin america'. To the right of the search bar is a dropdown menu set to 'All libraries/collections' and a 'Search' button. Below the search bar, there are options to 'Limit your search' with dropdown menus for 'All items', 'that contain my query words', and 'anywhere in the record'. The search results section shows '1 Results for All libraries/collections' and 'Sorted by: Relevance'. The first result is 'The Penguin history of Latin America' by 'Williamson, Edwin'. Below the title, it says 'Multiple versions found' and 'To view, click on the title or the link to the right'. A yellow button labeled 'View all 3 versions' is circled in red. A red arrow points from a text box at the bottom of the screenshot to this button. The text box contains the instruction: 'To see details of the book, click to view all versions.'

To search for a book, type keywords from the author's name and book title into the search box and press Search. There is often more than one version of a book, and SOLO usually groups these together. Click 'View all versions' to expand the list.

3 Results for All libraries/collections Sorted by: Relevance

Refined by: List of Versions

The Penguin history of Latin America
Williamson, Edwin
1992 | London : Penguin | viii, 631 p. : maps ; 20 cm

Book Find & Request Details & Links Reviews & Tags More Browse Related Titles Permalink

The Penguin history of Latin America
Williamson, Edwin
2009 | London : Penguin | viii, 705 p. : maps ; 20 cm

Book Find & Request Details & Links Reviews & Tags More Permalink

Can I use these libraries?

Select Location: all

- + Corpus Christi College Library
- + Jesus College Library
- + Lady Margaret Hall Library
- + Lincoln College Library
- + Oriol College Library
- + St Anne's College Library
- Taylor Institution Library

Location	Call Number	Description	Type / Status
<ul style="list-style-type: none"> - Taylor Institution Library Teaching Collection Books Location: Taylor Institution Library Teaching Collection Books Call Number: F1410 WIL 2009 Status: MLF Books / Available Barcode: 306505829 Item Type: Book 	F1410 WIL 2009		MLF Books / Available
<ul style="list-style-type: none"> - Taylor Institution Library Main Stack LC Classification Location: Taylor Institution Library Main Stack LC Classification Call Number: F1410 WIL 2009 Status: Books / Available Barcode: 306505829 Item Type: Book 	F1410 WIL 2009		Books / Available

The Penguin history of Latin America
Williamson, Edwin
1992 | London : Penguin | viii, 631 p. : maps ; 20 cm

Make sure you check the Location and the Call Number. Books in different collections can have the same Call Number!

Once you've found the book on SOLO you need to find out where it is in the library. Click the 'Find & Request' tab, then click on the + symbol by the name of the library to reveal the location details. It's very important to make a note of the Location of the book as well as the Call Number or Shelfmark. The Taylorian has a number of sub-locations e.g. Teaching Collection Books, Main Stack LC Classification, Linguistics Books...Books in different collections can have the same Call Number, so be careful!

The majority of books on your reading list will be in the Teaching Collection. Look out for the location **Taylor Institution Library Teaching Collection Books.**



Library of Congress Classification

P = Linguistics
 PC = Romance Languages
 PN = Film studies
 PQ1 to 3999 = French literature
 PQ4001 to 5999 = Italian literature
 PQ6001 to 8929 = Spanish literature
 PQ9000 to 9999 = Portuguese literature
 PT1 to PT4897 = German literature



'Original' Classification

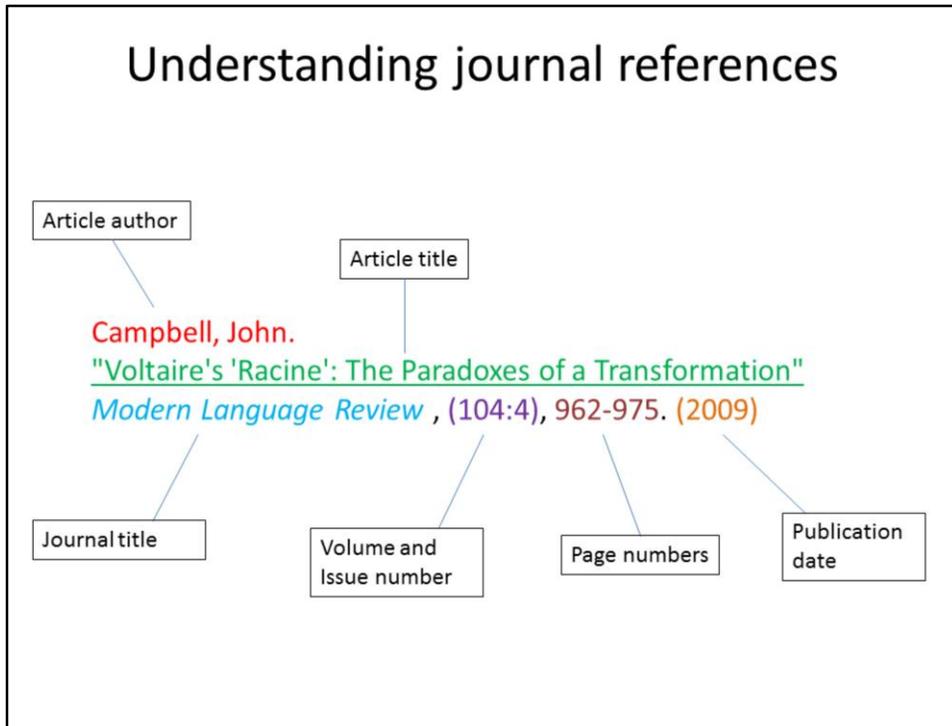
A.1 to A.9 = General
 AA to D = German
 E = Romance Languages
 F to H = French
 I to K = Italian
 L to N = Occitan, Catalan & Galician
 P-1 to OZ = Portuguese & Brazilian
 S-1 to W = Spanish

There are two main classification schemes in use in the Teaching Collection, so make a careful note of the Shelfmark / Call Number. Look out for shelfmark guides and layout plans in the library, or ask for help at the desk.

Most of the books on your reading list will be in the Teaching Collection. As an undergraduate you're free to browse the shelves and collect your own books. Be aware of the different shelfmarks and look out for guides and plans in the library. Staff in the library are always happy to help you find books.

Locations on SOLO such as Taylor Institution Library and Main Stack LC Classification mean that the book is in the Research Collection. If you want a book from the Research Collection, fill in a paper slip at the Enquiry Desk. If you're not sure where the book is, ask staff for help. The Taylorian has so many different locations, we don't expect readers to learn them all off by heart!

Understanding journal references



As well as finding books, you will have to know how to find journal articles. A journal reference is made up of different components, and it's important to search for the right information in SOLO in order to find the article.

Where to search for journals



You can search for journal articles in SOLO using either the "Oxford Collections" tab or the "Articles and More" tab. Emphasise that this session focuses on Oxford Collections

Oxford Collections is the best place to search for journals because it has the most comprehensive coverage. It includes all of our electronic journals plus printed journals.

"Articles & More" covers a wide selection of electronic journal articles. However, it is far from complete and omits some key journals.

We recommend always searching in Oxford Collections.

Searching for a journal

e.g. Searching for Campbell, John. "Voltaire's 'Racine': The Paradoxes of a Transformation" *Modern Language Review* , (104:4), 962-975. (2009)

The screenshot shows the Oxford Collections search interface. At the top, there is a search bar with the text "modern language review" and a dropdown menu set to "All libraries/collections". A blue callout box points to the search bar with the text "Search by journal title". Below the search bar, there are options to "Limit your search" and a "Search" button. To the right of the search bar, there are links for "Advanced Search", "Browse Search", "Map Search", and "New Search". Below the search bar, the results are displayed as "Results 1 - 10 of 253 for All libraries/collections". There is a "Sorted by: Relevance" dropdown and a pagination control "1 2 3 4 5 +". Below the results, there is a section for "The modern language review." with a "View all 2 versions" button. A blue callout box points to this button with the text "There will often be more than one version of the journal. Click 'View all...' to see them".

So, to find our article on Voltaire's Racine, we must search in SOLO for the journal title, The Modern Language Review. As with books, there is often more than one version of a journal e.g. the print version and the electronic one, so click to View all versions.

Choosing which version to use

The screenshot displays a search results page for 'The modern language review'. At the top, it shows '2 Results for All libraries/collections' and 'Sorted by: Relevance'. Below this, there are filters for 'Online Resources (1)' and 'Physical Items (1)'. A 'Refined by: List of Versions: X' filter is active. The first result is the print version, 'The modern language review', published by the Modern Humanities Research Association in 1905. It has a 'Find & Request' button circled in red, with a callout box stating 'The print version will have a Find & Request option'. The second result is the electronic version, 'The modern language review [electronic resource]', also published by the Modern Humanities Research Association. It has a 'View Online' button circled in red, with a callout box stating 'The electronic version will have a View Online option'. Both results show 'Journal' as the item type and include links for 'Details & Links', 'Reviews & Tags', 'More', and 'Permalink'. The page footer shows '2 Results for All libraries/collections' and 'Sorted by: Relevance'.

Now you can decide which version to use. The print version will have a Find & Request option so you can find out where the journal is kept. The electronic version will have a View Online option. You can use most of Oxford's online resources from outside the University network as long as you are signed in with your Single Sign On, so choose this option if you're off campus or want to read the article quickly.

Viewing the e-journal

The screenshot shows a library catalog entry for "The modern language review [electronic resource]". The entry includes the publisher information: "Modern Humanities Research Association, 1905- | Cambridge, England : Cambridge University Press". Under the "Online access" section, the "View Online" link is circled in red. A blue callout box points to this link, stating: "Clicking 'View online' opens the 'Find it @ Oxford' window listing databases that include your chosen journal." Below the entry, a "Find it @ Oxford" banner is visible, followed by the source information: "Source: Modern language review [0026-7937]". Under the "Full Text:" section, four database options are listed with their respective date coverage:

- Full text available via [Gale Cengage Shakespeare Collection Periodicals](#)
Available from 1997 until 2009
- Full text available via [JSTOR Arts and Sciences VII](#)
Available from 1905 volume: 1 issue:1
Most recent 3 year(s) not available
- Full text available via [JSTOR Current Scholarship Program Complete](#)
Available from 2009 volume: 104 issue:1
- Full text available via [ProQuest PAO Periodicals Archive Online Collection 1 Update](#)
Available from 1905 until 1995

A second blue callout box points to the date coverage information, stating: "Check the date coverage beneath each database and compare this to the publication date in the article citation on your reading list. Once you have found a database that covers the correct date click on the title to connect."

When you choose the electronic subscription copy and click "View online", a new window will open up on screen.

This window will list one or more databases that hold the journal. In this example, *The modern language review* is available from Gale, JSTOR, and ProQuest.

Beneath each database you will see the date coverage. As we are looking for an article from 2009, volume 104, issue 4, we need a database that covers that period. For example, ProQuest wouldn't be a good choice as it only has access from 1905 to 1995. JSTOR Current Scholarship has access from 2009, vol 104, issue 1, so that would be a better choice.

To connect to your chosen database, simply click on the link.

Using the print version

The modern language review.
Modern Humanities Research Association
1905- | Cambridge : University Press | v. ; 24 cm. | [Journal](#)

Find & Request Details Request Logs More [?](#)

Select Location:

- + Bodleian Library (Click + to display list of items if not visible)
- + English Faculty Library (Click + to display list of items if not visible)
- + Hertford College Library (Click + to display list of items if not visible)
- + Lady Margaret Hall Library (Click + to display list of items if not visible)
- + Magdalen College Library (Click + to display list of items if not visible)
- + Queen's College Library (Click + to display list of items if not visible)
- + Somerville College Library (Click + to display list of items if not visible)
- + St Anne's College Library (Click + to display list of items if not visible)
- + St John's College Library (Click + to display list of items if not visible)
- Taylor Institution Library [i](#)

What do we have? v.1.no.1(1905:Oct)-

Location	Call Number	Description	Type / Status	Request Options
▶ Taylor Institution Library	P.R.R.	v.102:pt.1 (2007:JAN)	Periodicals / Available	Request not available
▶ Taylor Institution Library	P.R.R.	v.102:pt.2 (2007:APR)	Periodicals / Available	Request not available
▶ Taylor Institution Library	P.R.R.	v.102:pt.3 (2007:JUL)	Periodicals / Available	Request not available
▶ Taylor Institution Library	P.R.R.	v.102:pt.4 (2007:OCT)	Periodicals / Available	Request not available
▶ Taylor Institution Library	P.R.R.	v.103:pt.1 (2008:JAN)	Periodicals / Available	Request not available

If you prefer, you can find the print version in the library. Printed journals have a “Find and Request” option.

When you click on “Find and Request” you will see a list of libraries that have the journal. Remember that you can use all of the Bodleian Libraries plus your own College library but not other College Libraries.

Once you have chosen a library click + to see the dates and volumes covered at the particular Library and to find out where the journal is kept in the library.

When you click +, the first thing you will see is the “summary holding statement” in bold. This is very useful because it tells you which volumes and issues the library has. In this example, you can see that the Taylorian first started taking this journal in 1905. As there is no end date, this means that the library is still taking current volumes of the journal. Check the Location and Call Number to locate the journal in the library. If you’re unsure where it might be, ask staff for help.

Requesting items from the Closed Stack (offsite)

Some books and journals are held offsite in the Closed Stack. You can request these items through SOLO and they will be delivered to the library. You'll receive an email when they arrive.

Paris-Bucharest, Bucharest-Paris : Francophone writers from Romania
Quinney, Anne Holloway, 1970-
2012 | Amsterdam ; New York : Rodopi | 285 p. : ill. ; 23 cm

Find & Request Details & Links Reviews & Tags More Browse Related Titles Permalink

Can I use these libraries?

Location	Call Number	Description	Type / Status	Barcode	Item Type	Request Options
<input checked="" type="checkbox"/> Taylor Institution Library			Books / Closed Stack	307124523	Book	Hold Scan & Deliver

Location: Taylor Institution Library
Status: Books / Closed Stack
Barcode: 307124523
Item Type: Book

If you get stuck, take a look at the video tutorial on the SOLO homepage for a quick reminder!

Requesting off-site and closed stack material.
Bodleian Libraries
Video Tutorials

Any item with the status **Closed Stack** must be requested via SOLO. Press **Hold** to make your request.

Some books and journals are held offsite in the Closed Stack. If the Type/Status field shows Closed Stack you must request the item through SOLO. You need to be signed in for the 'Hold' option to show. Press hold to make your request.

If you need a reminder on how this works, there is short video tutorial available on the SOLO homepage.

Paris-Bucharest, Bucharest-Paris : Francophone writers from Romania
Quinney, Anne Holloway, 1970-
2012 | Amsterdam ; New York : Rodopi | 285 p. : ill. ; 23 cm. | book

Find & Request Details Reviews & Tags More

Request Options:

Hold Information:

Library: Taylor Institution Library
Item description: Books
Item status: Closed Stack
* Delivery/Pickup Location:
Not needed after:
Taylor Inst Main Desk
Author:
Title:
Volume:
Notes:

Select your Reading Room from the drop-down list and press the orange Hold button.

The yellow box with a confirmation message will show that you have placed your request.

Your request has been placed and you will be notified by e-mail when it arrives. [Closed stack delivery timings.](#)

Once you have pressed Hold, select the library from the drop-down list. Depending on the book, this list can have multiple options. Once you've chosen your preferred location, press the orange Hold button. You'll see the yellow confirmation box, and you'll receive an email when the book arrives. Most Taylorian books from the Closed Stacks can be borrowed as normal. Pick up your Closed Stack requests from the Main Reading Room on the 2nd floor of the library.

Placing a hold on a book on loan to another reader

The woman saint in Spanish Golden Age drama
Gascón, Christopher D., 1966-
c2006 | Lewisburg, Pa. : Bucknell University Press | 203 p. ; 24 cm. | book

Find & Request Details Reviews & Tags More [↗](#) Send to [v](#)

Select Location:

Hertford College Library (Click + to display list of items if not visible)
 Taylor Institution Library (Click + to display list of items if not visible)

Location	Call Number	Description	Type / Status	Barcode	Item Type	Request Options
<input checked="" type="checkbox"/> Taylor Institution Library Main Stack LC Classification	PO6105.G35 GAS 2006		Books / Due date: 16/10/14	306177882	Book	Hold

Books on loan to other readers will have a due date in the Type/Status field

If you get stuck, take a look at the video tutorial on the SOLO homepage for a quick reminder!

Reserving a book on SOLO
Bodleian Libraries Video Tutorials

Press Hold to make your reservation and follow the steps as for Closed Stack material. You'll receive an email when the book is available.

Sometimes you might want to borrow a book that is on loan to another reader. Books on loan to other readers will have a date in the Type/Status field. Reserving a book is quite similar to requesting Closed Stack material from offsite. Make sure you're signed in to SOLO so that the Hold button is visible. Press the Hold button and follow the next steps as for Closed Stack material (although you won't need to select a reading room). Press the orange hold button and wait for the yellow box confirmation message. Again, you'll receive an email when the book is ready to collect. Collect your reserved books from the Issue Desk.

Once again, if you get stuck take a look at the video tutorial for Reserving a book on SOLO.

Renewing your books

Joanne Edwards e-Shelf **My Account** Sign out

To see the books you have on loan and their due dates, go to My Account in the top right-hand corner of SOLO. Here you can renew your books online and keep track of the dates – handy for avoiding fines!

The screenshot shows the 'My Account' page with a sidebar on the left containing 'Loans (11)', 'Requests (2)', 'Fines & Fees', 'Blocks & Messages', and 'Personal Settings'. The main content area is titled 'List of Active Loans' and includes a 'Loans History' link. Below the title are 'Renew All' and 'Renew Selected' buttons. A table lists active loans with columns for '#', 'Title', 'Author', 'Due Date', 'Due Hour', 'Potential Fine', 'Location', and 'Status'. Two loans are listed, both with a due date of 24/10/2014 at 23:59. A red arrow points from the 'Requests (2)' link in the sidebar to a text box below.

#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Status
1	Al servicio de la República : vida de Carlos Holguin, presidente de Colombia /	Holguin y Caro, Alvaro, 1889-1973.	24/10/2014	23:59		Taylor Institution Reading Rm	
2	Al servicio de la República : vida de Carlos Holguin, presidente de Colombia /	Holguin y Caro, Alvaro, 1889-1973.	24/10/2014	23:59		Taylor Institution Reading Rm	

You can also use My Account to keep track of any requests for Closed Stack material, or book reservations you've made.

It's good practice to keep track of your book loans and requests in order to avoid library fines. To see the books you have on loan and their due dates, go to My Account in the top right-hand corner of SOLO – making sure you're signed in. You can renew your books online up to 3 times.

You can also use My Account to keep track of any requests for Closed Stack material, or book reservations you've made.

Help!

Library Assistant -
specifically designed for
Oxford Freshers



<http://www.bodleian.ox.ac.uk/assistant>

SOLO Live Help - Ask a
Librarian in real time.



<http://solo.bodleian.ox.ac.uk/>

SOLO video tutorials



...or ask library staff, we're here to help you!

So, that concludes the overview of SOLO. If you get stuck at any point, library staff are always happy to answer questions. There are also some online help services if you're away from the library itself.

Library Assistant is a tool designed to help Oxford Freshers and is optimised for use on a smartphone or tablet.

SOLO Live Help is available during normal working hours, (Monday-Friday, 9am-5pm). This service allows you to interact in real-time chat format with a member of library staff. Simply type your query or message in the lower box and hit return. You can copy and paste information from any screen, incl. author, title, shelfmark, URL, etc. of the item you are querying about.

You can also watch video tutorials about various SOLO functions from the SOLO homepage.