

A Brief Guide to SOLO

SOLO is the online catalogue for the majority of Oxford's electronic and printed library collections. You can use it to find printed and electronic books and journals, plus other items such as theses, conference proceedings, official and government papers, audio visual materials, maps, music and much more. Please note that some collections (e.g. maps & music) are not yet fully represented in the online catalogue (please consult separate subject guides for more details).

Connecting to SOLO and Logging in

You can access SOLO from anywhere in the World at <http://solo.bodleian.ox.ac.uk>

You will need to "sign on" to SOLO to:

- place a hold (in order to request an item from the stacks or to reserve an item on loan to another reader)
- renew your books and view your loans, fines and other patron details
- add items to your personal SOLO e-shelf and save searches.

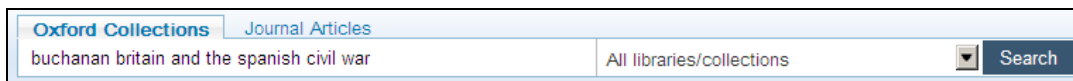
Sign on options are in the top right hand corner of the screen.

- Current members of Oxford University should sign on using their "Oxford Single Sign on (SSO)"
- Other Bodleian Libraries members should choose "non-Oxford Members" and sign on using their Library card username and password

Searching

Simple search

The easiest way to search SOLO is to enter bibliographical details such as title keywords and/or author names e.g.



The screenshot shows the top search bar of the SOLO interface. It includes a search box containing the text "buchanan britain and the spanish civil war". To the right of the search box is a dropdown menu currently set to "All libraries/collections". A "Search" button is located to the right of the dropdown menu.

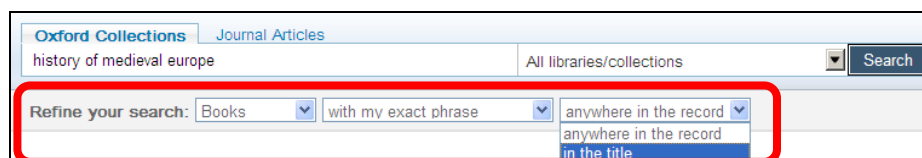
You can enter as many details as you wish. e.g. authors, editors, translators, illustrators, composers, title, series title, publisher, publication date, place of publication, place name (for example for a map), map scale, opus number etc. However, you should not include the edition statement (e.g. 2nd ed) in your search but rather pick the correct edition from your search results

If you are not sure of a spelling you can replace a letter or number with the wildcard ?
e.g. Gr?y finds Grey and Gray and 176? finds 1760, 1761, 1762 etc.

Alternatively, you can use the truncation symbol * to search for alternative word endings
e.g. education* finds education, educational, educationally etc.

Using "refine" drop down menus in searching

Sometimes you will need to use the drop down menus beneath the search box to refine your search. This is useful when searching for common names / titles or if you are searching for a "non book" item e.g. a music score or map.



The screenshot shows the search interface with the search box containing "history of medieval europe". Below the search box is a "Refine your search:" section with three dropdown menus. The first dropdown is set to "Books", the second to "with my exact phrase", and the third to "anywhere in the record". A red box highlights these three dropdown menus.

- The first drop down specifies the type of item you are looking for e.g. "audio visual", "maps", "scores", "theses" etc. Please note: use the journal option with caution as some older journals are listed as books on the system.
- The second drop down allows you to search "with my exact phrase" or "starts with". This is an effective way of narrowing down your search if you get too many results. e.g. The "exact phrase" search "History of Europe" finds items with this exact phrase but will omit similar titles e.g. "History of Western Europe"

- The third drop down menu allows you to specify that your search terms must appear in a particular field (e.g. “in the title”, “as author/creator” etc).

You can also limit your search to a particular library or to online resources only using the menu next to the search box.

Advanced Search

The advanced search allows you to:

- Combine searches in several different fields at once. e.g. author, title and publication year
- Search by publication date, publisher or place of publication
- Refine your search by language or time period (e.g. last year, last 2 years, last 80 years)

Refining searches

Once you have performed a search, you can also use the facets on the left of the screen to refine your results further.

Versions: finding online & print versions and different editions

When SOLO finds different “versions” of the same work it groups them together into one single item in your results list. Different versions could be different editions of the same work or print, online & audio-visual versions of the same work. When this happens you will see a “Multiple versions found” notice in red. Click “View all n versions” to see the versions.

Finding out which libraries hold an item, ordering items and placing reservations

(please note that it will not be possible to place holds or view availability information before 18 July)

Click “Locations” to see a list of libraries that hold the item and click next to each library to see a list of copies. To find out if an individual copy is available click on the down arrow.

If an item is kept in bookstacks or is out to another reader you will need to place a “Hold” by clicking “Hold” on the right. This will open the “request” dialogue where you can choose a “pick up location” (a library or reading room where you will collect the item). Please note that you **do not** need to fill in the author, title etc boxes on this page unless you are ordering a journal or serial and have not been prompted to choose a volume and/or issue number.

You can track the progress of your “requests” by choosing “MyAccount” (top right) followed by “Requests”

Further help - SOLO has many advanced features which are not included into this brief guide. Please see the online SOLO guide at <http://libguides.bodleian.ox.ac.uk/solo> for more information and guidance.