

# INFORMATION FOR APPLICANTS

## THE APPLICATION PROCESS

More detailed information on library card renewals and the application process can be found online at the following address: [www.bodleian.ox.ac.uk/using/getting-a-readers-card](http://www.bodleian.ox.ac.uk/using/getting-a-readers-card). You will be able to download our application form from this website.

It is not necessary to book an appointment for admission, and the Bodleian Libraries' Admissions Office is open Monday – Friday (9am – 4.30pm) and Saturday (10am – 1.30pm). We do not usually require readers to submit application forms as PDF files and supporting documents in advance. **Readers must be admitted in person.** However, cards are able to be printed at the same time as admission, allowing for immediate access to the libraries.

For further information about the admission process please call 01865 277180, or contact us via email at [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk). Alternatively, write to us at Bodleian Libraries' Admissions Office, Research and Learning Support, Weston Library, Broad Street, OX1 3BG.

## REFERENCE ONLY ACCESS

**Holding a library card gives reference only access and does not give borrowing privileges. This will mean that those online subscriptions to e-journals, e-books, and other e-resources available to external readers will only be accessible from within our reading rooms, when readers are connected from library computers or to our WIFI network ('Bodleian Libraries').** Applicants and library card holders can search SOLO in order to ascertain if we hold subscriptions they will wish to consult in preparation for a visit. However, they will not be able to access these until they visit our libraries. Please note that

the licence terms attached to **our e-resources do not allow their use for any commercial purposes**, and in some cases limit access to current members of the university.

## SEARCHING FOR PRINTED AND ELECTRONIC READING MATERIAL

In order to ascertain whether we hold reading material which will be useful for your research, **the main finding aid for both printed material and electronic resources is SOLO** (Search Oxford Libraries Online). SOLO is available to consult on the internet either on site or remotely at: [www.solo.bodleian.ox.ac.uk](http://www.solo.bodleian.ox.ac.uk). **It is not necessary to hold a library card in order to consult the catalogue.**

SOLO can be used to search for both printed and electronic reading material. The main search bar ('**Oxford Collections**') on the home page of the catalogue will bring up both printed and electronic items. To **search only electronic journals**, readers can click on the link entitled 'OU e-Journals', which appears on the home page of SOLO, and is located in the **top right hand corner** of the screen.

Although SOLO is the Bodleian Libraries' main finding aid, other aids can be found at [www.bodleian.ox.ac.uk/finding-resources](http://www.bodleian.ox.ac.uk/finding-resources). Having used our finding aids it is important to note on Part B of our application form (if required for your application) any specific resources (books, journals, etc.) that we hold that will be useful for your research.



## 'CLOSED STACK' AND 'OPEN SHELF' READING MATERIAL

Reading material belonging to the Bodleian Libraries is classified as either 'closed stack' or 'open shelf'. **'Closed stack'** items are **not** available for readers to access themselves, and will need to be ordered through SOLO into reading rooms in advance. 'Open shelf' items are accessible to readers and are located on the shelves within reading rooms.

When searching SOLO, the catalogue will tell you whether or not the item you are looking at needs to be ordered. Under the title of each item in your search results, you will notice a series of tabs. By clicking on **'Find & Request'** you will bring up information about the location and classification of each item. If the reading material is **labelled as 'closed stack'**, it will need to be **ordered in advance**. If it is **not** marked 'closed stack' you will need to **take note of the location of the book**, and the **shelf mark** in order to **locate the book yourself**.

Once applicants have a library card, their account details (given on admission to the library) will allow them to place requests for 'closed stack' items electronically through SOLO. However, **it is possible for applicants/readers hoping to renew their library card to request to have reading material ordered into reading rooms in advance, so that it is possible to consult it on the same day as admission is given to the libraries. In order to do this you should contact Reader Services**, either by phone on 01865 277162 or via email [reader.services@bodleian.ox.ac.uk](mailto:reader.services@bodleian.ox.ac.uk), **at least 5 days in advance of your visit**. Please note, there is a limit on how many books can be requested manually for readers, usually this will be around 6 items.

## SPECIAL COLLECTIONS

Special Collections material is consulted in the Weston Library. The Bodleian Libraries' holdings include internationally significant collections of manuscripts, maps, sheet music, and printed ephemera. Information relating to all of these can be found online at the following address: **[www.bodleian.ox.ac.uk/subjects-and-libraries/collections](http://www.bodleian.ox.ac.uk/subjects-and-libraries/collections)**.

Readers who are interested in access to Special Collections should direct general or initial enquiries to 01865 277150, or email **[specialcollections.enquiries@bodleian.ox.ac.uk](mailto:specialcollections.enquiries@bodleian.ox.ac.uk)**. If there are specific items that you know are held in our collections, and would like to arrange a day to visit the library to consult the material, it is also possible to contact Special collections either by email at **[specialcollections.bookings@bodleian.ox.ac.uk](mailto:specialcollections.bookings@bodleian.ox.ac.uk)**, or by phoning 01865 287300.

Special Collections hold a vast amount of material, and, when contacting, it is always best to be as specific as you can regarding the material you wish to see. It is also important to note that **all material belonging to Special Collections is classified as 'closed stack', and will need to be ordered into the appropriate reading room in advance. Readers without library cards, who are hoping to be admitted and consult Special Collections material on the same day as admission, should ensure that the material will be available for consultation on the day of their visit. Otherwise it is not possible to guarantee that readers will be able to consult the material on the same day**. When completing Part B of our application form for access to Special Collections, readers should note the initial material they wish to consult, or have requested in advance, with the titles and call numbers of the items.

### For further information

Contact Helen Wilton-Godberfforde, Admissions Officer, Bodleian Libraries' Admissions Office, Research and Learning Support, Weston Library, Broad Street, Oxford, OX1 3BG

Tel: 01865 277180 email: [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk)