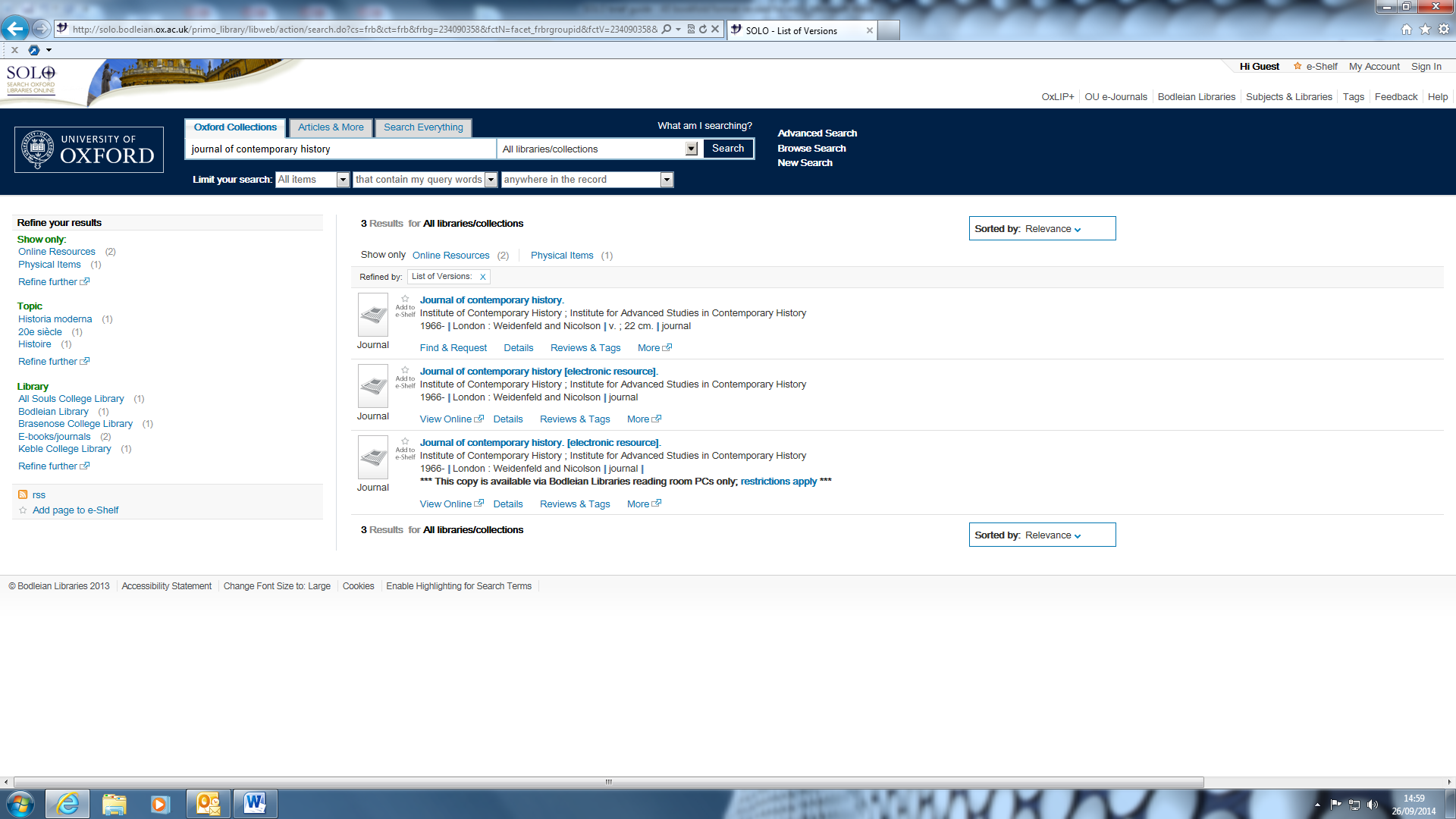
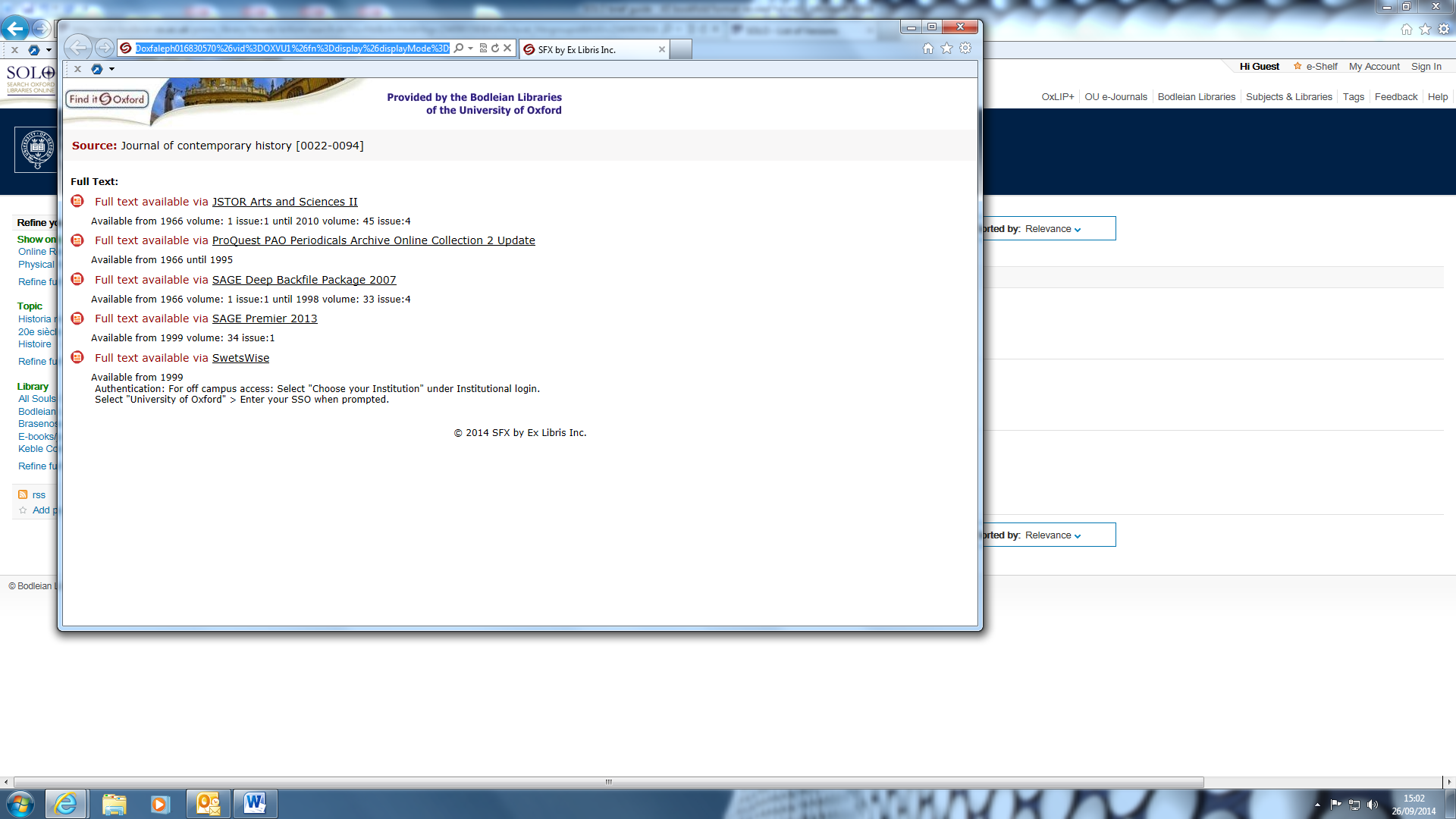
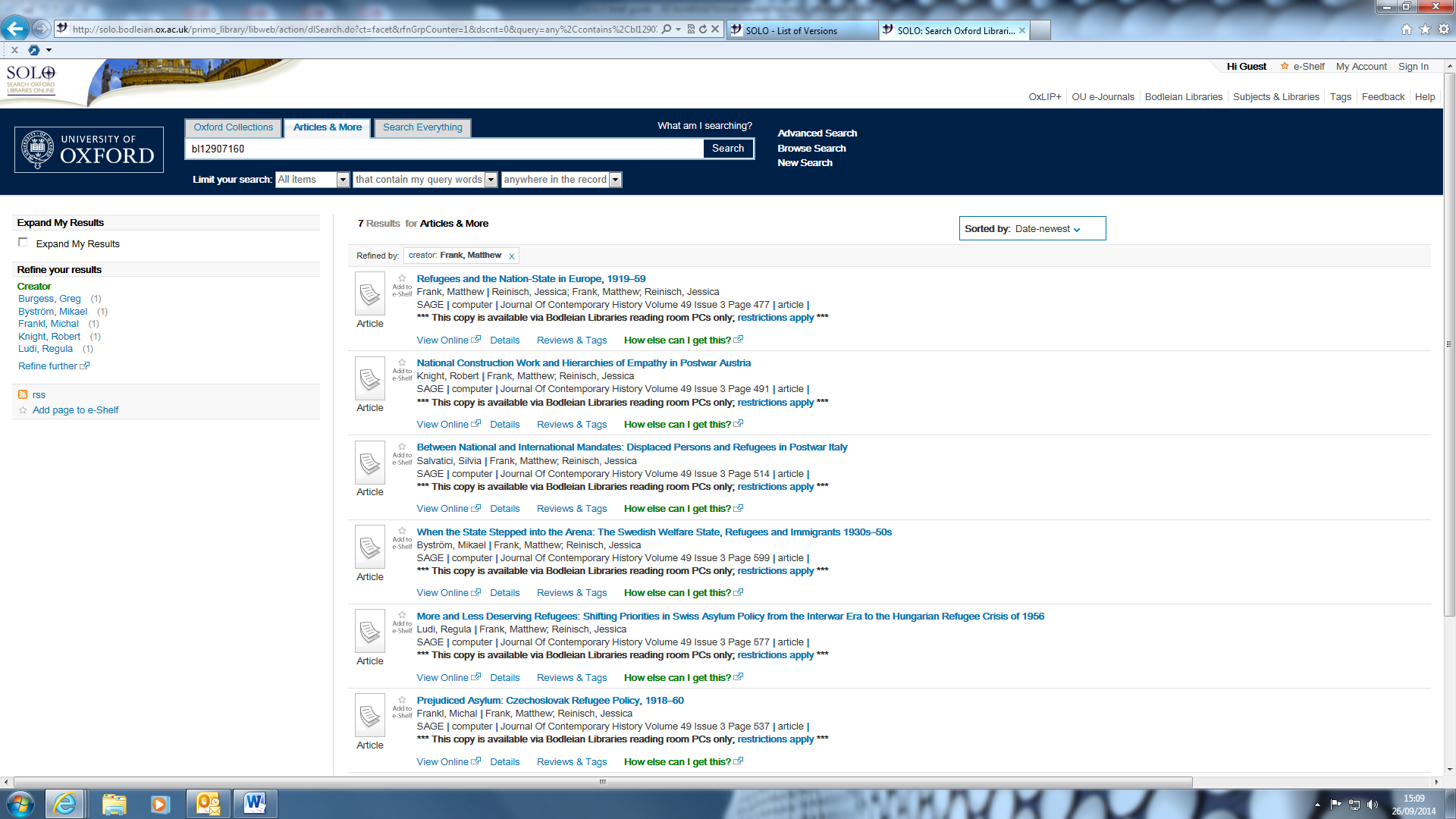
You may also reserve a book which is out on loan (indicated by a date in the status column) by placing a “Hold”. However, you may not place holds on items which are available on open shelves in the library.

**E-book & E-journals**To access an e-book or e-journal click “View online”.

If you have chosen an e-journal, you will be taken to the “Find it@Oxford” window where you will see a list of databases that hold the journal. Pay attention to the date range shown beneath each database before clicking on the database title to connect.

**Restricted items and electronic Legal Deposit**You may find items with an “available via Bodleian Libraries Reading Room PCs only” notice. These items are received through Legal Deposit legislation, which entitles the Bodleian Libraries to a copy of every item published in the UK & Ireland. The Legal Deposit Act 2003 imposes a number of restrictions on these items, including limiting access to Bodleian Libraries workstations, restricting each item to one person at a time and prohibiting digital copying/saving.   
  
Many “electronic Legal Deposit” items are also available as regular e-journals/  
e-books which are subject to fewer restrictions. Click “How else can I get this?” to find an alternative copy.

**Further help and guidance**   
For more guidance please see the full SOLO guide at <http://libguides.bodleian.ox.ac.uk/solo>, or for help and contacts see <http://www.bodleian.ox.ac.uk/contact>

**SOLO: A BRIEF GUIDE TO SEARCHING OXFORD’S LIBRARY COLLECTIONS**



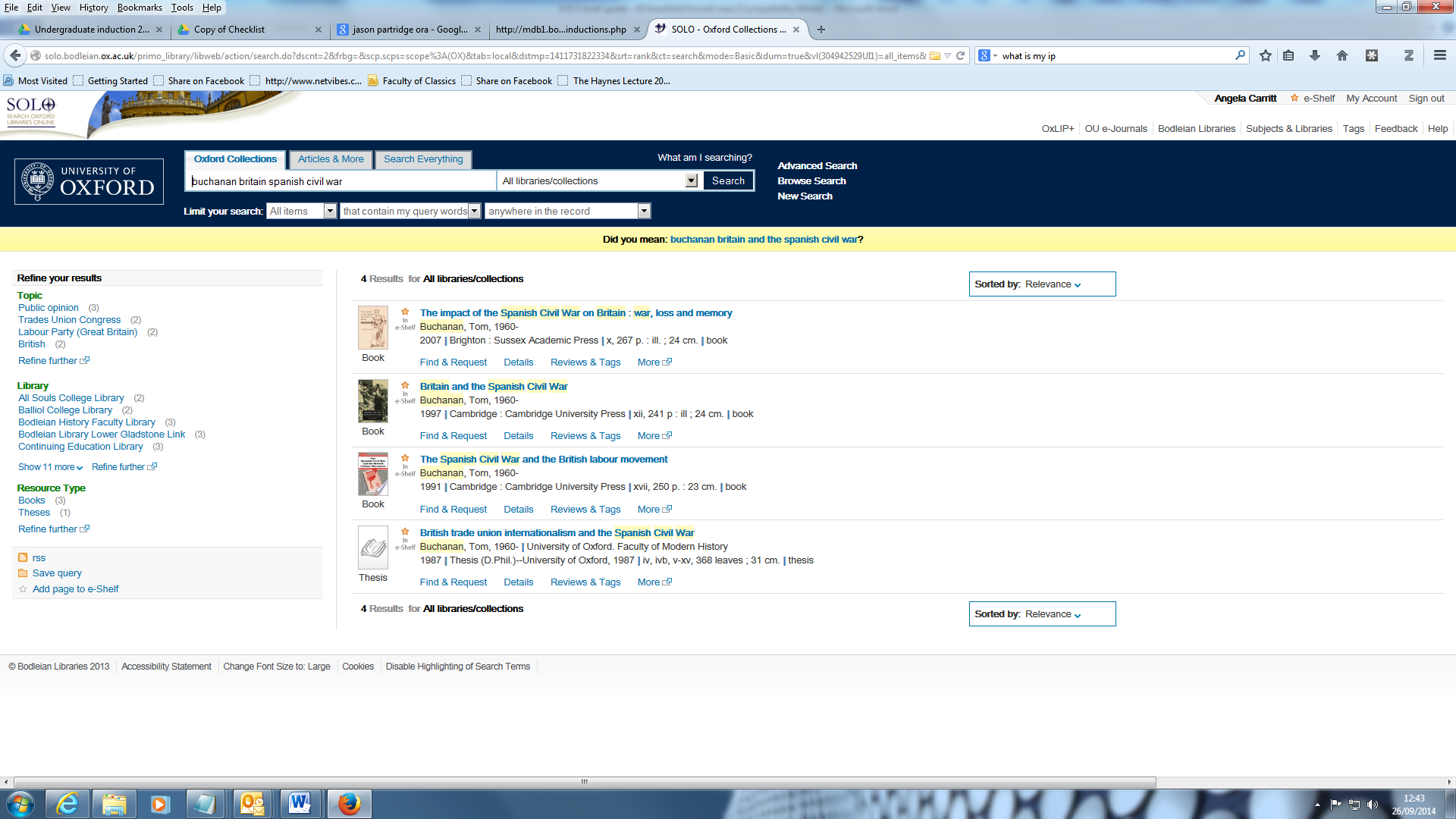
SOLO is the catalogue for the majority of Oxford’s libraries. You can use it to find printed and electronic books and journals, plus other items such as theses, maps, music, official papers, audio visual materials and much more.

**Connecting to SOLO and “signing in”**To access SOLO go to <http://solo.bodleian.ox.ac.uk>

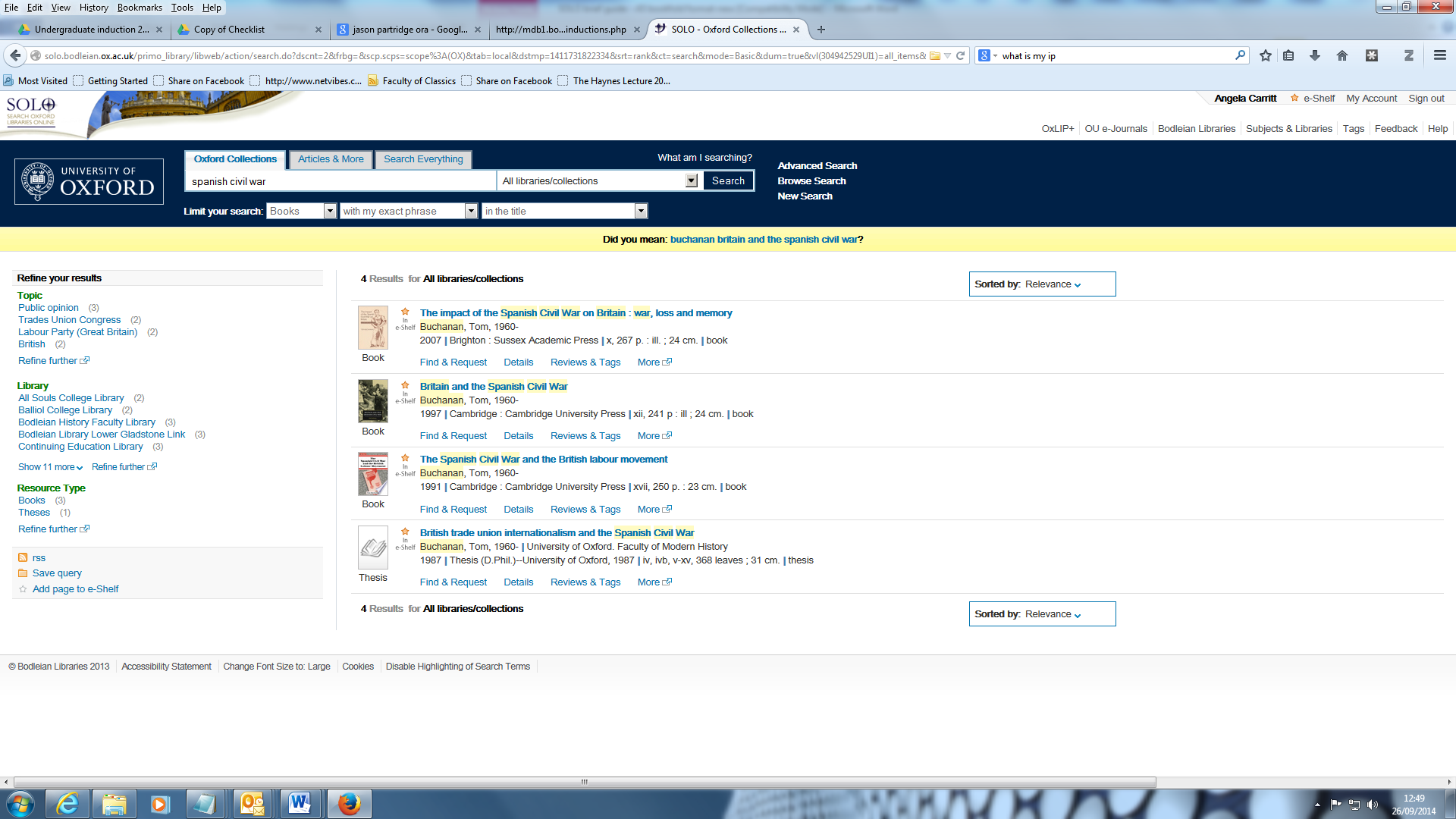
SOLO is publicly available and you do not need a password to search it. However, you will need to “sign in” to SOLO in order to:

* request items from closed stacks or reserve an item which is out on loan
* renew your books and view your loans, fines and other patron details
* add items to your personal SOLO e-shelf and save searches

“Sign in” options are in the top right hand corner of the screen. Current members of Oxford University should sign in using their “Oxford Single Sign on” (SSO). Other Bodleian Libraries members should choose “non-Oxford Members” and sign in using their Library card username and password. If you’re not sure of your password see [www.bodleian.ox.ac.uk/passwords](http://www.bodleian.ox.ac.uk/passwords)

**Searching**The easiest way to search SOLO is to enter title keywords and/or author name:  
  
As well as author and title you may also enter other bibliographic details such as editor, translator, publisher or publication date. However, you should not include the edition statement (e.g. 2nd ed).

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. Alternatively, you can use the truncation symbol \* to search for alternative word endings e.g. child\* finds child, children, childish, childishly etc.

**Using “limit your search” drop down menus in searching**When you are searching for common names or titles, or if you are searching for non-book items such as audio-visual items, maps or music scores, it is useful to use the drop down menus beneath the search box to limit your search

* The 1st drop down specifies the type of item e.g. “audio visual”, “maps” etc
  + - The 2nd drop down allows you to specify that you wish to search for an “exact phrase” or for titles which “start with” particular words.
    - The 3rd drop down menu allows you to specify that your search terms must appear in a particular field (e.g. “in the title”, “as author” 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 includes additional options to facilitate searching by publisher, place of publication, publication date or in copy specific notes. In addition it also allows you to limit your search by date range or language.

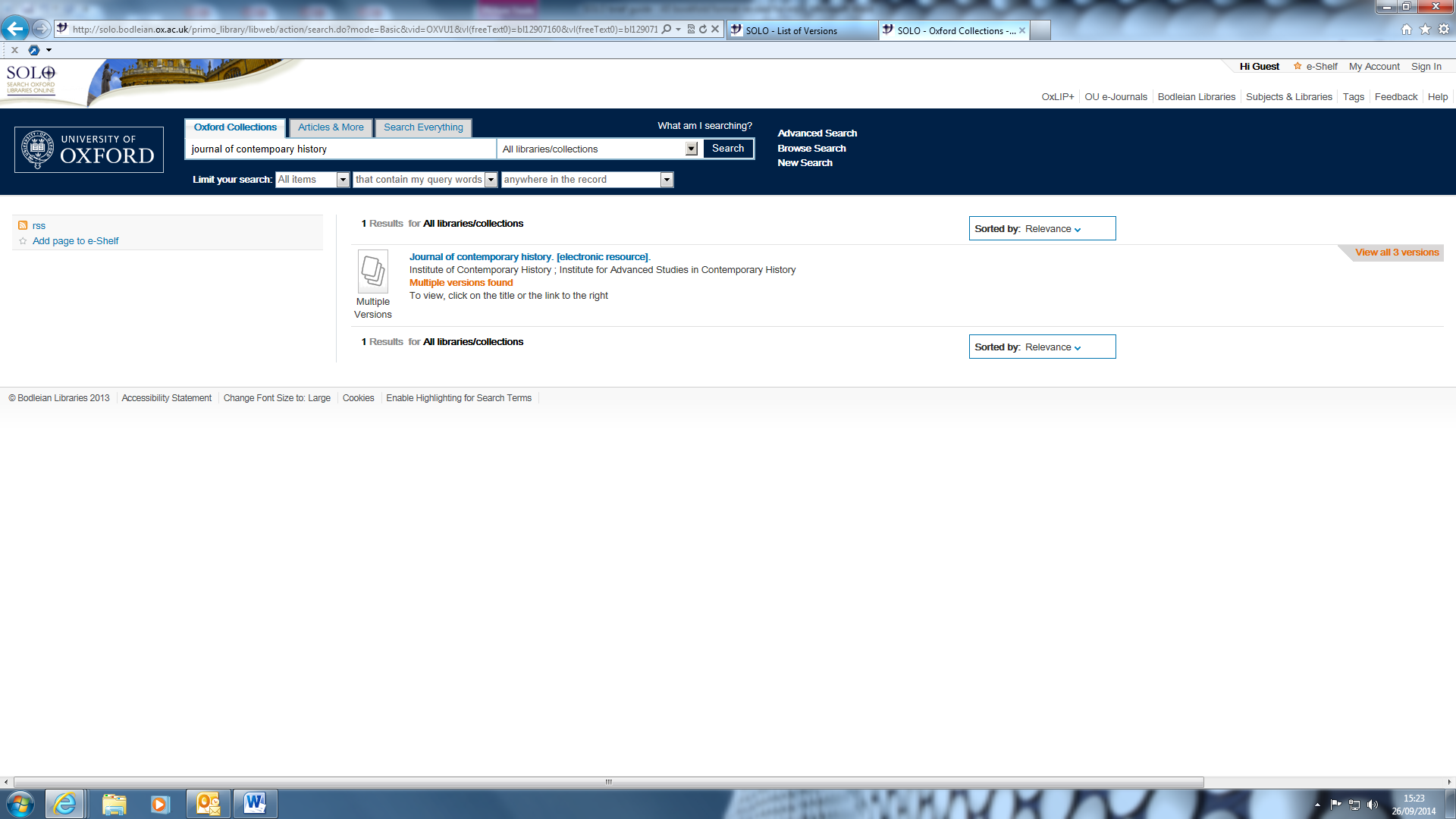
**Browse Search**

Browse Search allows you to look through A-Z lists of authors, titles or subjects. Please note that although the A-Zs include physical library materials, e-journals and e-books they do not include the databases indexed in OxLIP+ or papers and theses indexed in the Oxford Research Archive (ORA). When browsing:

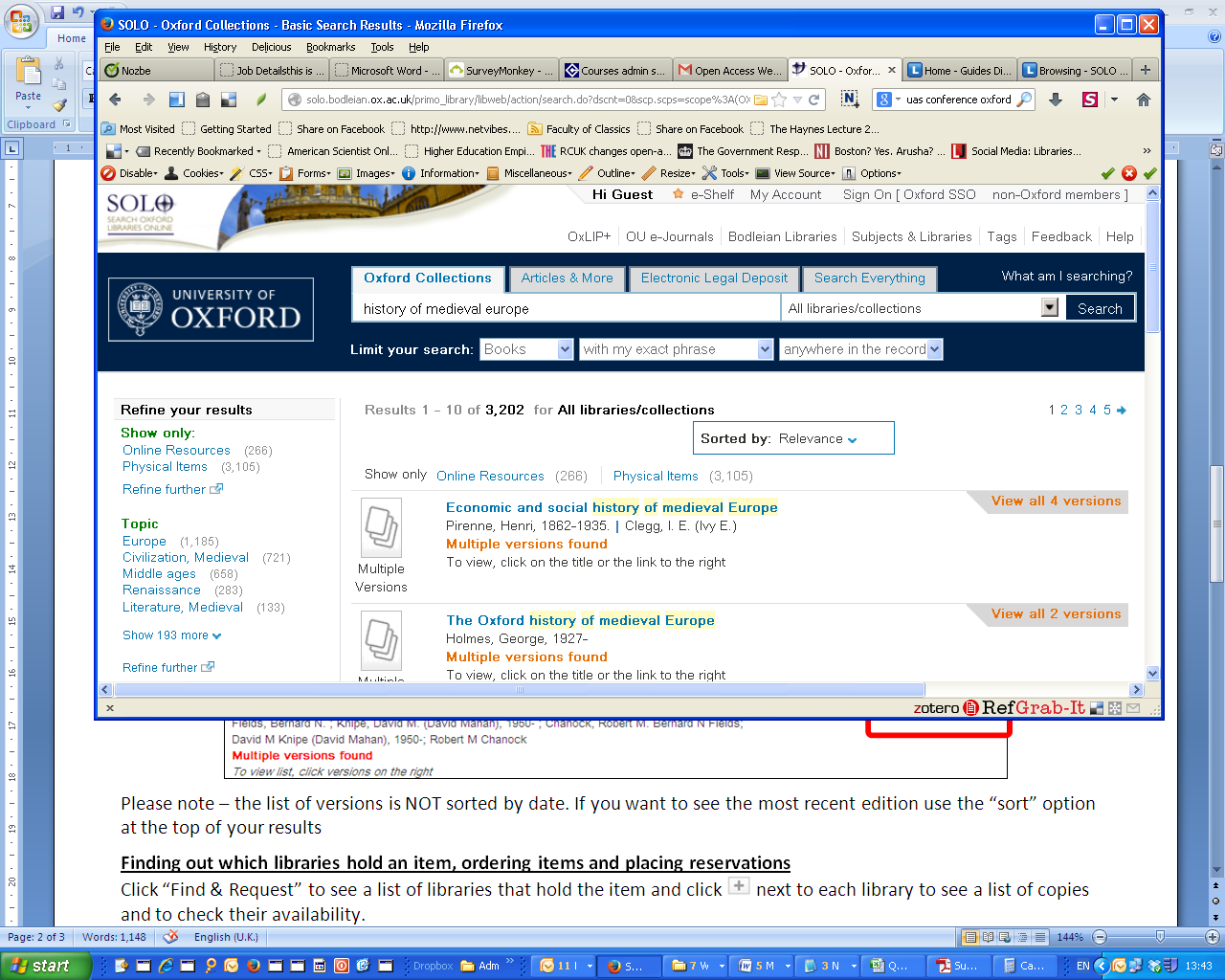
* Enter the author's surname first, e g *Shakespeare, William*.
* You may also use the author browse to search for organisations  
  e.g. *University of Oxford*.
* When browsing by title omit any initial article i.e. where the first word of the title is "the", "a", "an" (or their equivalents) this should be omitted.

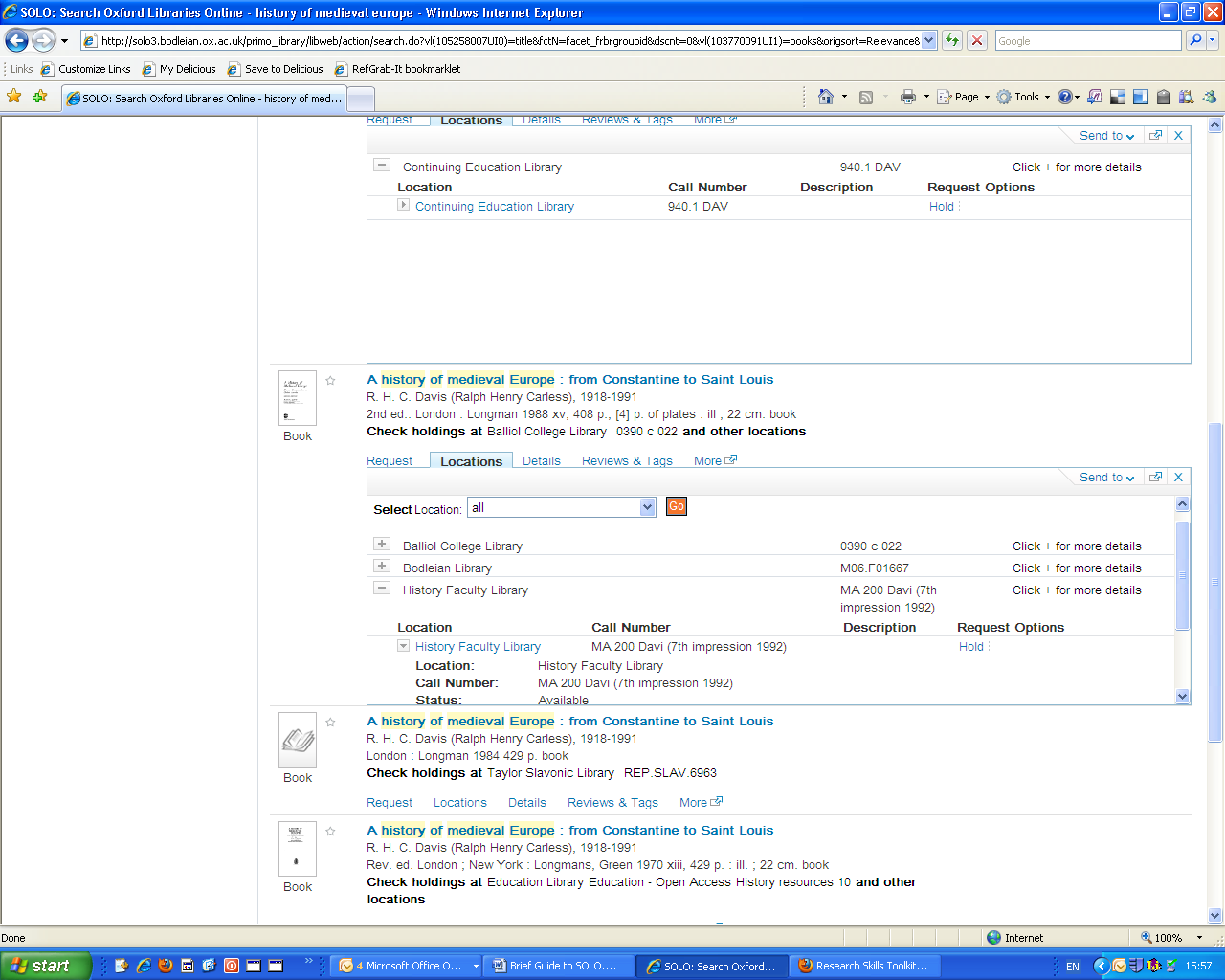
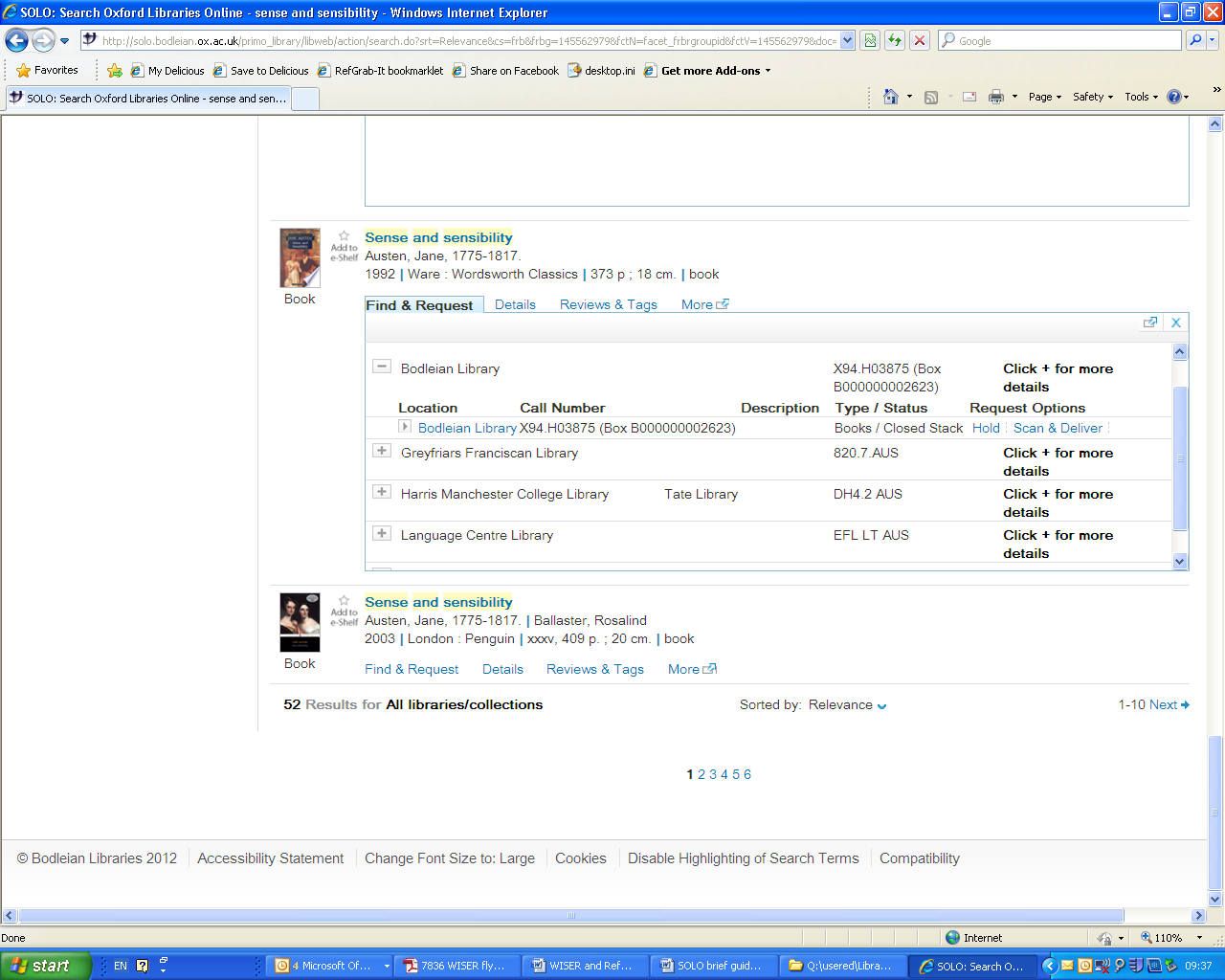
**Searching for journal articles**You can search for journal articles using the “Oxford Collections**”** tab or the “Articles & more**”** tab. Please note:

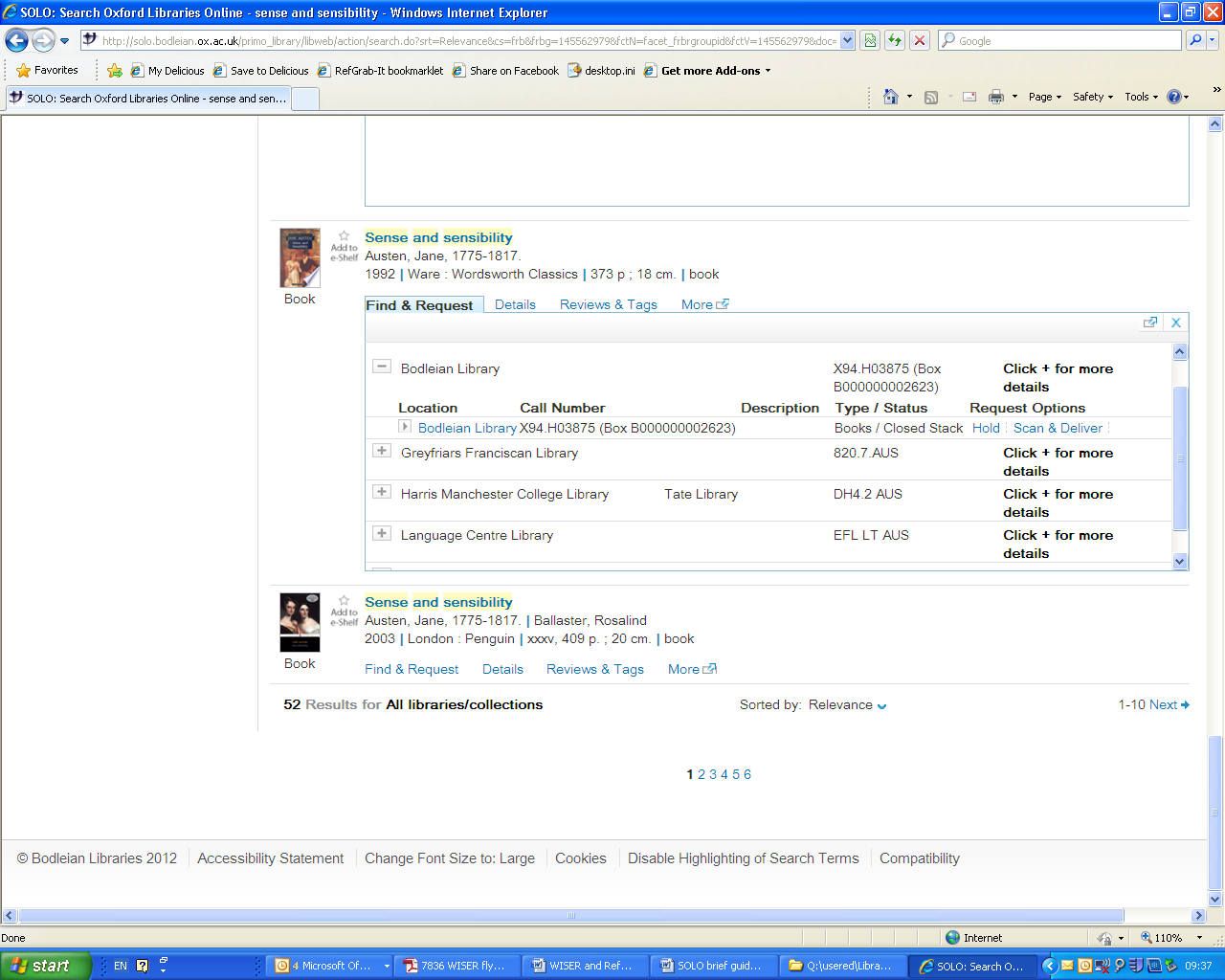
* **Oxford Collections** is the most comprehensive option for searching for journals but you must search by journal title (not article title or author)
* **Articles & More** searches a selection of journal articles but is far from comprehensive. It is best searched by article title/author or keywords



**Refining searches**Once you have performed a search, use the options that run down the left of the screen to refine your results by topic, library, date etc. The “Refine Further” button gives you a full list of options and also allows you to specify criteria which should be excluded from your results. However, you are advised to avoid using the "Exclude" option when refining by Library.

**Versions: finding online & print versions and different editions**When SOLO finds different “versions” of the same work (e.g. different editions or print & electronic copies) it groups them together. When this happens click “View all n versions” to see the individual works. To find specific editions within a very large group of versions ensure the sort order is set to “relevance”  


**Locating items, ordering from closed stacks & reservations**To find out which Libraries hold an item choose “Find & Request”. Then click  
  next to each library to check availability and to see the shelfmark.   


  
If the item is kept in the “closed stack” you will need to order it by clicking “Hold”. You will be prompted to choose a “pickup / delivery” location where you will read the item. You can track the progress of your “Holds” by choosing “MyAccount” (top right) followed by “Requests”