

# 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. The opening hours for the Bodleian Libraries' Admissions Office are: Monday – Friday (9am – 4.30pm) and Saturday (10am – 1.30pm). Readers may download an application form off our website and fill it out prior to their visit, or they may complete the application form in the Admissions Office on the day of their visit. **Readers must be admitted in person.** Successful applicants receive their cards at the same time as admission, which allows for immediate access to our libraries.

For further information about the admission process, please go on our website stated above, or call 01865 277180; you may also contact us via email at [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk) or you may write to us at Bodleian Libraries' Admissions Office, Weston Library, Broad Street, OX1 3BG.

## REFERENCE-ONLY ACCESS

**Bodleian Reader Cards give reference-only access**, and they do not give borrowing privileges. Readers who are not currently affiliated to Oxford University may consult online subscriptions to e-journals, e-books and other e-resources; please note, however, that these **e-resources can be accessed from within our reading rooms only**, and when readers are connected either from library computers or to our WIFI network ('Bodleian-Libraries'). In preparation for a visit, applicants can search **SOLO** (the Bodleian Libraries' electronic catalogue), in order to ascertain whether we hold material in printed or electronic format that they will wish to consult. However, readers will not be able to access these resources until they visit our libraries. Please note that, according to the licence terms attached to our e-resources, **our e-resources cannot be used for any commercial purposes**, and in some cases access to e-resources is limited to current members of the University only.

## 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 [solo.bodleian.ox.ac.uk](http://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 ('Search Everything') 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 'Online Resources', which appears on the SOLO home page, 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). **Applicants are strongly encouraged to use these finding aids before completing the 'Statement of Research Need'** section on the application form in order to help them identify specific resources (books, journals, etc.) that we hold, and which will be useful for their 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, however, are accessible to readers and are located on the shelves within reading rooms.

When searching SOLO, the catalogue will tell you whether the item you are looking at on the catalogue needs to be ordered in advance. 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 libraries) will allow them to place requests for closed stack items electronically through SOLO. However, **it is possible for prospective readers, whether first-time applicants or readers renewing their library card, to pre-order reading material to reading rooms before their visit.** By pre-ordering material, it may be 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 telephone on 01865 277162 or via email [reader.services@bodleian.ox.ac.uk](mailto:reader.services@bodleian.ox.ac.uk) and **at least 5 days prior to your visit.** Please note, there is a limit on the number of books that can be requested for readers in this way, usually 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, rare books, and printed ephemera. Information relating to any of those items 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 accessing Special Collections material 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 already know are held in our collections and you would like to arrange a day to visit the library to consult the relevant 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 telephoning 01865 287300.

Special Collections hold a vast amount of material, and when contacting it is always best to be as specific as possible 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, as such, 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 the Statement of Research Need on our application form, readers should note the initial material they wish to consult, or may have requested in advance, and should provide the titles and call numbers of the relevant items.

### **For further information, please contact:**

Athena Demetriou, Admissions Officer, Bodleian Libraries' Admissions Office, Weston Library, Broad Street, Oxford, OX1 3BG

**Tel:** 01865 277180 (from outside the UK: +44 1865 277180)

**Email:** [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk)