Welcome to iSkills: Getting started in Oxford Libraries

Michaelmas 2021 – Alan Brown, Rachel Childs & Helen Bond

We will begin shortly. Please mute your mic and switch your camera off for the start of this session
Today’s session

Intro to the libraries
Exercise: What libraries can I use?
Logins & passwords
Demo: Using SOLO to search our collections
Exercise: Filter your own search in SOLO
Demo: Placing requests in SOLO
Demo: My SOLO
Exercise: SOLO searching quiz
Recap & feedback
What do we mean by ‘Oxford libraries’?

• Online library – access via SOLO with your Oxford Single Sign On (SSO)

• College libraries – you can only use your own (with the exception of Nuffield College Library for social sciences)

• Bodleian Libraries – group of 28 libraries, all of which you can use

• ‘Other’ libraries – you can apply to some of these for membership

• The library staff – we can help you both in the libraries and remotely
Finding out about the libraries

The Bodleian Libraries [website](#)

A handy [map](#) of the libraries

History of the [Bodleian Library](#)

The Bodleian is a [Legal Deposit](#) library

Millions of items stored offsite in the [Closed Stack](#)

Explore our [Special Collections](#)
Exercise - which libraries to use?

Go to https://padlet.com/rachelchilds2/njpkjgketsohfg9m and follow the instructions on the right hand side to find the most useful libraries for you. Add your answers and comments – you have 10 minutes!

Links on the padlet:

• Information on the different Bodleian Libraries
• The map of the libraries
• Subject and research guides
Logins: Oxford Single Sign-On (SSO)

**Users:** Only current members of the University (excludes alumni).

**Format:** abcd1234@OX.AC.UK (this is not your email address)

**Use this for:** Signing-in to the online library catalogue SOLO (and lots more)

**Login details:** Usually issued by your college or department.

For assistance in activating an SSO, getting a reminder of your username, or resetting your password, contact: [IT Services](#), Banbury Road
Logins: Remote Access Account

**Users:** Current members of the University (excludes alumni).

**Format:** abcd1234@OX.AC.UK (this is not your email address)

**Use this for:** Signing-in to the eduroam wifi network and Oxford VPN service.

**Login details:** Username is your SSO username. Password can be set up on the IT Services Self Registration pages.

[Remote Access Services]

Contact: [IT Services](#), Banbury Road
Logins: Bodleian Libraries account

**Users:** All registered users of the Bodleian Libraries.

**Use for:** Signing-on to the online library catalogue SOLO (if you do not have an Oxford SSO login)

Logging on to reader PCs in the Libraries.

Logging on to the ‘Bodleian Libraries’ WiFi network.

Using PCAS (Print, Copy & Scan) services.

**Username:** The barcode number on your card (next slide)

**Password:** A password that you have to set yourself before using: https://register.bodleian.ox.ac.uk/
Bodleian Libraries account username

Barcode number = Library Account Login
Using SOLO to search our collections
Exercise: filter your own search in SOLO

Take 5 minutes to have a play searching in SOLO.

• Search for a key term in your subject or research area and note how many results you get to start with.

• Now explore the filters on the left hand side – which ones do you find useful?

• Can you restrict your search results to show only Online Resources AND exclude the Electronic Legal Deposit collection?

• How many results do you end up with?
Getting your materials

Online access
In a library
Place a hold request (video)
Scan & Deliver (video)
Requesting from the Closed Stack (video)
(allow up to 2 working days – see delivery schedule)

Using eLD items (guide)
Interlibrary loans for items not held in Oxford
Recommend a purchase
My SOLO

Sign in to SOLO to manage your library activity:
Loans & renewals (video)
Loans history
Check on and cancel requests
Quiz time!

Using a second device (e.g. phone) or opening another window, go to www.kahoot.it

Enter the game pin and give yourself a nickname. You’ll also need to be able to search SOLO at the same time – good luck!
Recap

Choosing which libraries to use

Searching SOLO

Finding and requesting material

Using My SOLO to manage your account
Getting help

Live Chat – on SOLO and on Bodleian website
Reader services email
Your subject librarian – find yours
Video tutorials for this class
iSkills workshops
Subject and research guides
Feedback – Keep, Add, Discard

Before you leave, spend 1 minute on this padlet: https://padlet.com/rachelchilds2/2hl4x7d3c74abkuo

Note down which parts of this workshop you think:
  • went well and were useful – put that in the ‘Keep’ column
  • were useful but you would have liked more of – the ‘Add’ column
  • were not useful – put in the ‘Discard’ column

Short survey sent out after the class via email – please fill in!