# Try out a search in SOLO

## A simple handout of a SOLO search for students to try out voluntarily in their own time

SOLO is Oxford’s resource discovery tool. You can access it via <https://solo.bodleian.ox.ac.uk/> or simply do a Google search for ‘Oxford Bodleian SOLO’.

### Logging in

Did you spot the yellow banner prompting you to sign in? **Sign in here or via the option in the top right of the screen**.

It is a good idea to sign in right away to ensure you see the most results and all the request and scanning options.

### Searching

In the search box, type the search ‘Language Learning’.

Explore the drop-down menu to the right of the search box. This defaults to **Search Everything**, which is usually the most useful option.

However, you may occasionally only want to know what is on the shelves in your college or departmental library if you are paying a short visit and want to take some books away with you that day.

Pretend that is the case today and change the search scope from Search Everything to **Education Library**.

Note that this is NOT normally a good idea. Many ebooks are included when you narrow down to library, but not all, and no online chapters or articles will be visible, so you may miss relevant online results.

Additionally, with your university card you can use many of the libraries in Oxford (just not other college libraries), so you may as well keep your options open.

Click the search button (the magnifying glass icon).

### Sorting and filtering results

You can restrict your results on SOLO to online or physical resources, either using this drop down or using the **Sort & Filter Results** options on the left of your results.

This is NOT usually a good idea because, even if you are away from Oxford, there are often ways you can get hold of sections of physical books.

However, let’s continue to pretend that you only want to see books that are on the shelves in your departmental library and use the **Show only** menu to filter on the left of your results to **Physical Resources**.



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Perhaps you want to focus on recently published books. Use the **Publication Date** filter to refine your results to those books published after the year **2000.**

SOLO still shows you a lot of books, so you can explore the **Topic** filter to choose an area of particular interest to you, for instance **motivation in education**.

Having selected this topic, take a closer look at the first result**: Motivation and foreign language learning: from theory to practice**.

Note that, although we are currently only interested in books on the shelves, there is an ebook version of this book which we could read online (or download to your device for a short period of time). **Explore the ebook before returning to SOLO.**

Find the shelfmark of the print copy of the book so that you can find it on the shelves: look for the **Find & Request** link and in **Locations** to see that this book usually lives in the Education Library’s Corner Room at shelfmark P118.2 MOT

Can you spot the LIBRARYSCAN option? This would be a useful service for you if you get stuck at home feeling ill unable to get into the library yourself. If you chose 1 chapter, we would scan it for you.

Go back to your initial set of results and take a closer look at the second result: **Motivational dynamics in language learning**.

Note that, as well as the print copy on the shelves, there is also a restricted version of the book, which can only be read on library computers. Follow the **why?** link in the note to find out more about these books especially available in the Bodleian Libraries.

In most cases, library staff can help you find non-restricted alternatives to these items.

Now go back to your initial set of results and take a look at the 4th result: **International perspectives on motivation: language learning and professional challenges**.

Note that there are two locations listed: the Education Library and the Bodleian Library. This means that there is another copy of the book stored offsite in the Bodleian Libraries shared warehouse or ‘Closed Stack’.

You can **Request** the book to be brought to one of the Bodleian Libraries (but not the college libraries) for you to consult, or you can place an **OffsiteScan** request for a particular chapter in the book.

## Further help

Video tutorials. Visit <https://bit.ly/Bodleian-Solo-Videos>

SOLO help guide. Visit <https://libguides.bodleian.ox.ac.uk/solo>

Live Chat. Find the Live Chat box on SOLO <https://solo.bodleian.ox.ac.uk/>