Finding resources at Oxford

To access SOLO go to http://solo.bodleian.ox.ac.uk.

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

You will need to sign in to SOLO with your Oxford Single Sign On (SSO) 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
- View the full range of online resources
- Access e-books and e-journals when you are off campus

Searching SOLO

The default is ‘Search Everything’. Use the dropdown to select other search options including individual libraries.

'All Libraries/Collections' is the best option to use when searching for a specific item in Oxford's printed or online collections. It searches:

1. **Printed and Physical Holdings**: the vast majority of the printed and physical holdings of the Bodleian Libraries and most Colleges and other libraries affiliated with the University of Oxford.
2. **Online books, journals and databases**: the electronic holdings of the Bodleian Libraries including our world class collections of subscription e-journals, e-books and databases, plus journal titles received via Electronic Legal Deposit.
3. **Items scanned as part of the Oxford Google Books Project**: scanned versions of (mainly 19th century) library materials digitised as part of the Oxford Google Books project.
4. **Oxford University Research Archive (ORA)**: research papers and theses by members of the University of Oxford, which have been deposited in the Oxford Research Archive.
Ordering items from closed stacks

You will need to sign in to your account to consult an item held in the closed stacks. **Note:** some items cannot be delivered to all libraries. The time it takes for an item to be delivered depends on what day and time you place the request.

- From the results list page click **Find & Request**:

  ![Find & Request](image)

- Click **Hold**

LOCATION ITEMS

Bodleian Library

X08.G05836 (Box B000000789194) (Stored Offsite)

Books 75492576
Closed Stack

- Click on the arrow and select a location from the drop down list. Click on **Send Request**.

Reserving an item that is on loan to someone else

You can place a hold request on an item which is out on loan. To do so, follow the procedure for ordering an item from closed stacks.

Renewing your books

From the loans tab in your account select “Renew All” or “Renew” for individual renewals. From there you can also view your requests, fines and other patron
Oxford subscribes to a wide range of e-resources, e-journals and e-books to support your research and study. Records of all these are also included in SOLO.

- **Databases A-Z** allows you to discover and connect to databases for your subject. To access Databases A-Z go to [https://libguides.bodleian.ox.ac.uk/az.php](https://libguides.bodleian.ox.ac.uk/az.php)
- **Find e-journal** provides access to over 28,000 online journals by title. To search e-journals go to [http://oxfordsfx-direct.hosted.exlibrisgroup.com/oxford/az?embedded=ml&lang=eng](http://oxfordsfx-direct.hosted.exlibrisgroup.com/oxford/az?embedded=ml&lang=eng)

**Databases A-Z**

Databases A-Z allows you to discover which databases are available for your subject (e.g. History, Medicine etc) or to search for databases by title. It is not suitable for searching directly for articles or papers by keyword or author (i.e. you should not enter keywords for the article directly into the "Find Database" search box).

There are four ways to **find databases**:

1. **Subject** - The All Subject tab allows you to browse a list of databases for your subject or to find particular types of database (e.g. dictionaries).
2. **Search for Database** - Use this to find a specific database by entering words from the database title (e.g. Scopus, Lexis, MLA etc). This is only really suitable if you already know the name of the database you want to use.
3. **All Vendors/Providers** tab allows you to search by Vendor (publisher).
4. **All Database Types**. Using this tab is particularly useful if you want to limit your search to a particular type of databases (e.g. full text database or statistics).

**Note:** If you want to go back to searching all databases click on the **Clear Filters/Browse All Databases** button.
Find e-journal

Find e-journal is used to locate specific journals by title. You should use it when you already know the title of the journal that you wish to use, for example from a reading list, bibliography or recommendation.

If you want to run a subject or keyword search over many different journals then you should use a specialist database for your subject rather than "Find e-Journal".

1. Choose Find E-Journal
2. Enter the journal title or browse the A-Z. Please note:
   • Enter the journal title not the article title
   • It is best to enter full words from the journal title rather than abbreviations.
3. Links will appear to one or more journals including your search terms in the title. Click on the appropriate link.
4. You will see a list of one or more databases that hold the journal. e.g. Human Rights Quarterly is held in "HeinOnline Law Journal Library", "JSTOR Arts and Sciences 4", “ProQuest PAO Periodicals Archive Online Collection 3 Update” and "Swetswise". Beneath each database you will see the date coverage (e.g. “available from 1995”, “available from 1981-2004” etc). Be sure to pay attention to the date range covered by each database before making your selection. Some databases will have back issues but not necessarily the most recent issues, whilst others will have recent issues but not necessarily older ones.
5. Beneath the list of databases you will find "Print holdings". These allow you to find out if we have a print copy in Oxford using SOLO.
6. Follow the link to the database of your choice or click "Go".
7. You will now be connected to the database that you selected. Use the database search or browse options to find articles.

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For more information on these processes, please see https://libguides.bodleian.ox.ac.uk/oxford or http://www.lincoln.ox.ac.uk/Library-User-FAQs

Oxford LibGuides are guides to finding, organising, and using information and developing your study skills.

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