

# Top Tips for Accessing Oxford's Information Resources

And How Brasenose  
College Library Fits In



# Introduction

## Oxford has:

- Over 100 libraries
- 11 million volumes
- Hundreds and thousands of databases, electronic journals and books

**Top Tip 1:** Attend the Bodleian induction sessions for your subject

# Oxford Idiosyncrasies

- No central university library
- Bodleian Libraries group has shared policies
- Other libraries – departmental, faculty, college

**Top Tip 2:** Explore smaller libraries –  
[www.bodleian.ox.ac.uk/libraries/libraries](http://www.bodleian.ox.ac.uk/libraries/libraries)

# Common Features

- Library Card (referred to as Bod card or University card)
- Library Catalogue
- Access to electronic databases and journals

# Library Catalogue

Firefox Welcome to Firefox SOLO: Search Oxford Librarie... SOLO: Search Oxford Librarie...  
solo.bodleian.ox.ac.uk/primis\_library/iibweb/action/search.do?menuitem=0&fromTop=true&fromPreferences=false&fromEshelf=false&vid=OXVU1  
Most Visited Homepage - University ... Getting Started Latest Headlines Your Mailing Lists MetaLib® - Find e-Jour... New Tab BBC News - Home BBC - Weather Centre - ... Brasenose College Libr... SOLO University of Oxford - S...  
Hi Guest e-Shelf My Account Sign On [ Oxford SSO non-Oxford members ]  
New Search OxLIP+ OU e-Journals Bodleian Libraries Subjects & Libraries Tags Feedback Help

**Oxford Collections** Journal Articles  
All libraries/collections Search Advanced Search

Refine your search: All items that contain my query words anywhere in the record  
anywhere in the record  
in the title  
as author/creator  
in subject  
ISBN  
ISSN  
ISMN  
in the shelfmark  
in user tags  
in copy-specific notes

**System Notices**  
Downtime alert: To fix the issue mentioned below, SOLO will be unavailable on 7th of February, 2012. Thank you very much.  
We currently have an issue with searches containing the keyword "in copy-specific notes". SOLO will remove the word "script" from the search. We are working on a solution for this issue with the software vendor and a fix is scheduled for the 7th of February. An intermediate solution is to use a wildcard for such searches. As an example, to search for "Manuscript", you can instead search for "Manuscrip?".

**Tip of the day**  
Use the 'Refine My Results' lists on the left hand side to limit your results by Topic, Language, Map Scale etc.

**SOLO Live Help**  
Launch SOLO Live Help  
Having problems using SOLO? If so, contact our live SOLO helpdesk which is normally staffed during working hours.  
If SOLO Live Help is offline, please use our Ask a Librarian service.  
About this service

**Latest news**  
NEW EXHIBITION: The Romance of the Middle Ages  
New from Bodleian Library Publishing. Brian Aldiss: An Exile on Planet Earth

**About SOLO**  
Coverage  
Feedback  
Getting Help

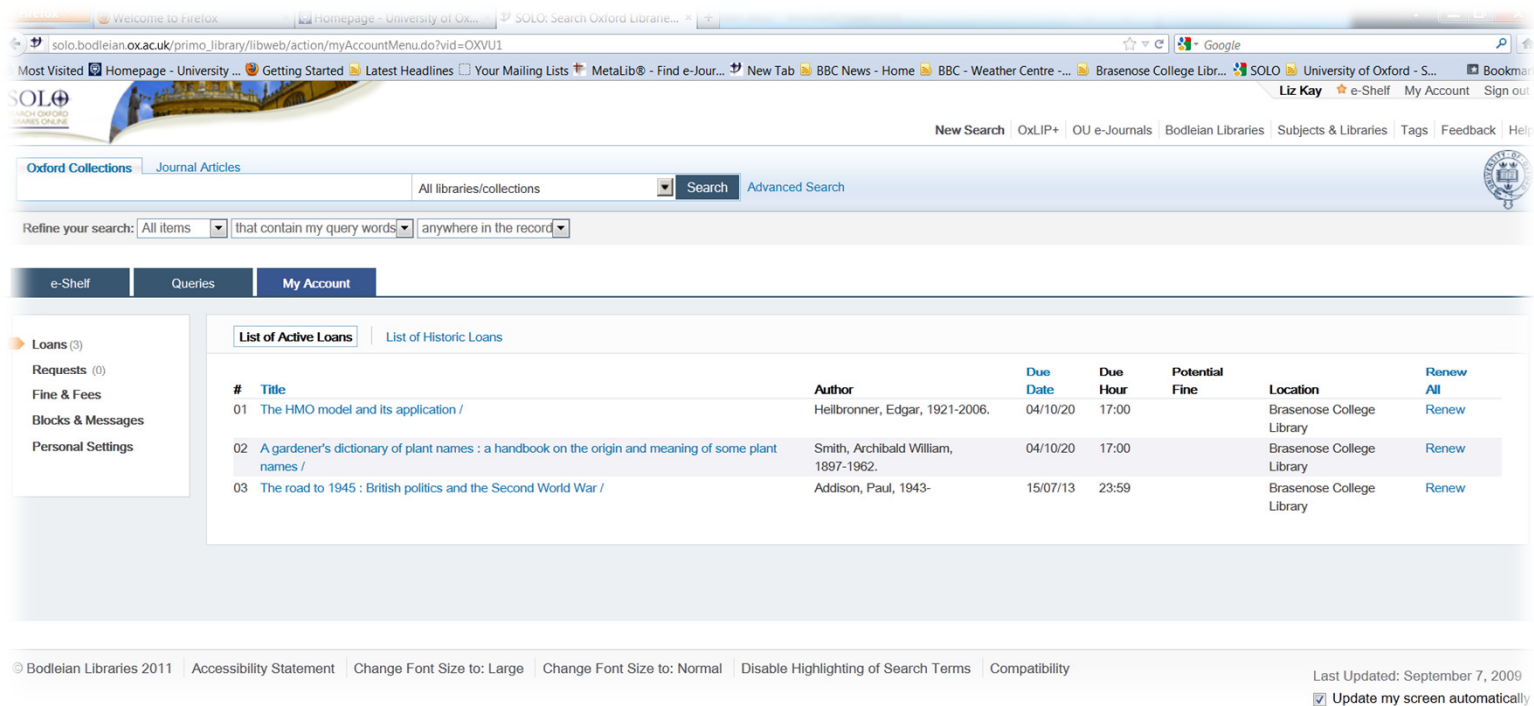
**Requests & Holds**  
Request limits  
Delivery times  
Ordering manuscripts  
Library passwords  
Book recommendations

**Managing your references**  
Refworks  
Endnote  
Zotero

**SOLO video tutorials**  
Signing on  
Searching  
Placing a hold request  
Renewing your books  
Using the e-Shelf  
Saving searches

http://iibguides.bodleian.ox.ac.uk/solo/

# Library Catalogue



The screenshot shows the SOLO library catalogue interface. The top navigation bar includes links for 'New Search', 'OxLIP+', 'OU e-Journals', 'Bodleian Libraries', 'Subjects & Libraries', 'Tags', 'Feedback', and 'Help'. The main search area has a search bar with 'All libraries/collections' selected, a 'Search' button, and an 'Advanced Search' link. Below the search bar, there are options to 'Refine your search' by 'All items', 'that contain my query words', and 'anywhere in the record'. The left sidebar contains links for 'e-Shelf', 'Queries', 'My Account', 'Loans (3)', 'Requests (0)', 'Fine & Fees', 'Blocks & Messages', and 'Personal Settings'. The main content area displays a 'List of Active Loans' table with columns for #, Title, Author, Due Date, Due Hour, Potential Fine, Location, and Renew. The table lists three active loans.

#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Renew
01	The HMO model and its application /	Heilbronner, Edgar, 1921-2006.	04/10/20	17:00		Brasenose College Library	<a href="#">Renew</a>
02	A gardener's dictionary of plant names : a handbook on the origin and meaning of some plant names /	Smith, Archibald William, 1897-1962.	04/10/20	17:00		Brasenose College Library	<a href="#">Renew</a>
03	The road to 1945 : British politics and the Second World War /	Addison, Paul, 1943-	15/07/13	23:59		Brasenose College Library	<a href="#">Renew</a>

© Bodleian Libraries 2011 | Accessibility Statement | Change Font Size to: Large | Change Font Size to: Normal | Disable Highlighting of Search Terms | Compatibility | Last Updated: September 7, 2009 | ☒ Update my screen automatically

**Top Tip 3 :** Log in to SOLO using your SSO

# E-journals

Firefox - Welcome to Firefox

oxford1-direct.hosted.exlibrisgroup.com/V/IDCU47IGS52QHYAN5BUM38KDF94JLBC2K23GYYY79TK25CS2ET-24359?FUNC=Find-EJ-1&pds\_handle=GUEST

OX LIP+  
OXFORD LIBRARIES  
INFORMATION PLATFORM

Provided by the Bodleian Libraries  
of the University of Oxford

Email Us Blog OX LIP+ Guide Remote Access Bodleian Libraries SOLO

Log In | End Session | Help | Guest

Find Database Find e-Journal CrossSearch My Research

Find e-Journal

By Title By Subject By Citation Other Options

ABCDEFGHIJKLMNOPQRSTUVWXYZ Others

Title:  ☐ Starts with ☒ Contains ☐ Exact

Powered by SFX

**IMPORTANT MESSAGE ON e-JOURNAL SUBSCRIPTIONS FOR 2011**

Taylor and Francis Science Journals Collection. Due to financial constraints, low overall usage, and the availability of the printed versions via legal deposit with the Bodleian Library, this collection may not be renewed for 2012. If you have any comments on this please contact [hilja.ristic@bodleian.ox.ac.uk](mailto:hilja.ristic@bodleian.ox.ac.uk) (Physical Sciences Librarian) or [juliet.ralph@bodleian.ox.ac.uk](mailto:juliet.ralph@bodleian.ox.ac.uk) (Life Sciences & Medicine Librarian).

CSIRO Journals collection. Due to financial constraints and low overall usage, this collection may not be renewed. If you have any comments on this please contact [Judith.Pinfold@bodleian.ox.ac.uk](mailto:Judith.Pinfold@bodleian.ox.ac.uk)

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**Hints**

Oxford e-Journals can now be searched here, within OX LIP+!  
Use the icon to add a title to "My eJournals"

For the Lexis Nexis News Service, click [here](#)

For our policy document, "Long term access to eJournals", click [here](#)

**Top Tip 4:** Remember copyright restrictions



# Databases

Firefox Welcome to Firefox Homepage - University of Ox... OxLIP+ - Find Database

oxford1-direct.hosted.exlibrisgroup.com/V/RVXD168MF2DFD2EYXNUEAA5UTSIFMJAIV9QJAGVQHEPX6X7JVH-20851?&pds\_handle=GUEST

Most Visited Homepage - University... Getting Started Latest Headlines Your Mailing Lists MetaLib® - Find e-Jour... New Tab BBC News - Home BBC - Weather Centre ... Brasenose College Libr... SOLO University of Oxford - S... Bookmar

OxLIP+  
OXFORD LIBRARIES  
INFORMATION PLATFORM

Provided by the Bodleian Libraries  
of the University of Oxford

Email Us Blog OxLIP+ Guide Remote Access Bodleian Libraries SOLO

Log In | End Session | Help | Guest

Find Database Find e-Journal CrossSearch My Research

Find Database Database List

Find Database

Title Subject Other options

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Title:  ☐ Starts with ☒ Contains ☐ Exact

☒ Show all ☐ Show unrestricted

GO

**New Proquest Platform**  
We are currently migrating to the [New Proquest platform](#). Proquest, CSA Illumina and some Chadwyck-Healy products are all available on the new platform. **Alerts:** if you currently have an alert set up on one of these platforms, you will need to migrate the alert to the new platform. Please see our [Proquest Alert Information Sheet](#).

**Cancellations:**  
Current Protocols subscriptions have not been renewed for 2011, due to an unprecedented cost increase, and access will be lost soon. Please be assured that these titles will remain a priority for re-activation should funding become available. Contact [Jo Gardner](#) or [Matthew Searle](#).

British Standards Online has not been renewed due to financial constraints and its cost per usage. If you have any comments on this please contact [Alena Ptak-Danchak](#).

**Database of the Month**  
**EMBASE: Excerpta Medica**  
Embase is a major biomedical and pharmaceutical database. It indexes over 3500 international journals, including journals from Europe and Asia that are not found in other biomedical databases. It is updated weekly. All Embase records are included within Scopus, and you can search it in more detail via the Cvid interface.

**Service updates**  
We are experiencing intermittent problems with Oxford Reference Online. We have informed OUP and are trying to find a solution.

**New Resources and Trials**  
**Encyclopedia of Arabic Language and Linguistics**  
The Encyclopedia of Arabic Language and Linguistics online is an essential reference work for students and researchers in the fields of linguistics, Islamic studies, Arabic literature and other related fields. It covers all relevant aspects of the study of Arabic and deals with all levels of the language (pre-Classical Arabic, Classical Arabic, Modern Standard Arabic, Arabic vernaculars, mixed varieties of Arabic).  
**Essential Science Indicators (ESI)**  
ESI is a database of performance statistics and trends in science. It provides citation rankings for scientists, institutions, countries, journals and papers.  
**Christian-Muslim Relations, a Bibliographical History Online**  
Christian-Muslim Relations, a Bibliographical History Online is a general online history of relations between the faiths from the seventh century to the present. It covers the period from 600 to 1500, when encounters took place through the extended Mediterranean basin, and are recorded in Syriac, Arabic, Greek, Latin and other languages.  
**Oxford Bibliographies Online (OBO)**  
Oxford Bibliographies Online are comprehensive subject bibliographies, which provide an up-to-date overview of the most recent and authoritative scholarship in a given field. Currently available are: Atlantic History, Biblical Studies, Buddhism, Classics, Hinduism, Islamic Studies, Medieval Studies, Music, Philosophy, Renaissance and Reformation Victorian Literature.  
**Thomson ONE**  
Thomson One is a company information database containing news, financial information filings and company overview for over a million global companies.

**Welcome to OxLIP+**  
OxLIP+ is our new gateway providing access to our extensive collection of databases, electronic reference works and e-Journals and e-Book packages. Use this page to browse resources by title. Boxes like this one contain search hints and helpful information. Contact us at [resources@bodleian.ox.ac.uk](mailto:resources@bodleian.ox.ac.uk) with feedback or to report problems.  
For remote access, log in above (with SSO/Webauth/Nexus details)

**Tools**  
[WebLearn](#)  
[RefWorks](#)  
[EndNote](#)

**Top Tip 5:** Explore! Take time to see what is on offer



# Brasenose College Library

Three primary sections:

**Main** – majority of the college's modern books

**Hulme** – history, politics and geography (access from Main Library)

**Stally** - law library exclusively for lawyers (located near JCR)

Plus: Old Cloisters Reading Room

**Top Tip 6:** Look in the library booklet or on the webpages to find out where to find books in your subject

# Brasenose College Library

- Good alternative to own room or other library as a place to work
- Friendly atmosphere and camaraderie
- Convenient – always open and not far from your room
- Wifi and Ethernet ports
- Printing facilities
- Lots of the books you need

**Top Tip 7:** Give the college library a go and respect it; remember it is YOUR library

# Practicalities - books

- Check out books using the self-issue system
- Return books to the library counter or a staff member in the main library or use book drop in the law library
- Renew online or via email
- No loan limit and no fines
- Long loan periods - termly for many books
- Ask for help if you have difficulty locating a book

**Top tip 8:** In the main library, remember not to place books for return on the trolley

# Practicalities – working in the library

- The library is for quiet study
- Seats cannot be reserved
- Books/work may only be left overnight if stored in one of the boxes available for rental
- A yellow slip must be left on work left during the day – if not it might be cleared away
- Library Protocol must be observed

# Practicalities - general

- 24/7 access using fob
- Library staff usually available office hours (9am – 5pm) Monday- Friday
- Contact (2)77827 [library@bnc.ox.ac.uk](mailto:library@bnc.ox.ac.uk)

**Top tip 9:** Ask if you need assistance

# IT Facilities

- 3 PCs that print to a single printer in the Main library
- 2 PCs that print to a single printer in the Stally
- Scanning to print or email
- B&W and colour photocopying
- Dedicated PC for SOLO searching – no log in required

# IT Tips

- BNC login required to access personal profile on BNC library computers (NOT same as SSO)
- IT Office [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk)
- OUCS <http://www.oucs.ox.ac.uk>
- IT Learning Programme  
<http://www.oucs.ox.ac.uk/itlp/>
- Oxfile <https://oxfile.ox.ac.uk/oxfile/>



# College Library Community

- Join us on Facebook
- Follow us on Twitter
- Read the Library and Archives blog
- Check out our recent purchases via LibraryThing
- Suggest books for purchase
- Talk to the student library representatives

**Top Tip 10** : Get involved

# Thank You

## **Brasenose College Library**

College Librarian: Liz Kay

Library Assistant: Lianne Smith

[library@bnc.ox.ac.uk](mailto:library@bnc.ox.ac.uk) (2)77827

<http://www.facebook.com/BrasenoseLibrary>

## **IT Support**

John Kinsey & Peter Bushnell

[Computer.office@bnc.ox.ac.uk](mailto:Computer.office@bnc.ox.ac.uk)