

Top Tips for Accessing Oxford's Information Resources

**And How Brasenose
College Library Fits In**



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College**
UNIVERSITY of OXFORD

Introduction

Oxford has:

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

Top Tip 1: Attend the induction session in your departmental library



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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



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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 Librari... SOLO: Search Oxford Librari... +

solo.bodleian.ox.ac.uk/primo_library/libweb/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... Bookmarks

SOLO SEARCH OXFORD LIBRARIES ONLINE

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

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 "Manuscript?".

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](#)

<http://libguides.bodleian.ox.ac.uk/solo>

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](#)

Library Catalogue

The screenshot shows the SOLO library catalogue interface. At the top, there's a navigation bar with links like 'New Search', 'OxLIP+', 'OU e-Journals', 'Bodleian Libraries', 'Subjects & Libraries', 'Tags', 'Feedback', and 'Help'. Below this is a search bar with 'Oxford Collections' and 'Journal Articles' tabs. A search button and an 'Advanced Search' link are present. A 'Refine your search' section allows filtering by 'All items' and 'that contain my query words'. A sidebar on the left 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, all from Brasenose College Library.

#	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	Renew
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	Renew
03	The road to 1945 : British politics and the Second World War /	Addison, Paul, 1943-	15/07/13	23:59		Brasenose College Library	Renew

At the bottom, there's a footer with copyright information for Bodleian Libraries 2011, accessibility statement, font size options, and a link to the compatibility page. It also states 'Last Updated: September 7, 2009' and has a checkbox for 'Update my screen automatically'.

Top Tip 3 : Log in to SOLO using your SSO



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Databases

The screenshot shows a Firefox browser window with the URL oxford1-direct.hosted.exlibrisgroup.com/V/RVXD768MF2DFD2EYXNUEAA5UTSIFMJAJY9QJAGYQHEPX6X7JVH-208517&pds_handle=GUEST. The page is titled 'OxLIP+ - Find Database' and is provided by the Bodleian Libraries of the University of Oxford. The main navigation bar includes links for 'Find Database', 'Find e-Journal', 'CrossSearch', and 'My Research'. The 'Find Database' section is active, showing a search bar with the text 'Title: ' and a 'GO' button. Below the search bar, there are links for 'New Proquest Platform', 'Cancellations', and 'British Standards Online'. The page also features a 'Database of the Month' section for EMBASE: Excerpta Medica, a 'Service updates' section, and a 'New Resources and Trials' section listing various databases like Encyclopedia of Arabic Language and Linguistics, Essential Science Indicators (ESI), Christian-Muslim Relations, a Bibliographical History Online, Oxford Bibliographies Online (OBO), and Thomson ONE.

Top Tip 4: Ask a Librarian



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E-journals

The screenshot shows a Firefox browser window with the URL `oxford1-direct.hosted.exlibrisgroup.com/V/IDCU47IGSS2QHYAN5BUM38KDF94JL2K23GYYY79TK25CS2ET-24359?FUNC=Find-EJ-1&pds_handle=GUEST`. The page is titled "Find e-Journal" and is part of the OxLIP+ (Oxford Libraries Information Platforms) system. The search interface includes tabs for "By Title", "By Subject", "By Citation", and "Other Options". The "By Title" tab is active, showing a search box with a "Go" button. Below the search box, there are radio buttons for "Starts with", "Contains" (selected), and "Exact". A context menu is open over the "Go" button, listing options like "Back", "Forward", "Reload", "Stop", "Bookmark This Page", "Save Page As...", "Send Link...", "View Background Image", "Select All", "This Frame", "View Page Source", "View Page Info", and "Inspect Element (Q)".

On the right side of the page, there are two boxes: "Acceptable Use" and "Hints". The "Acceptable Use" box contains text about copyright regulations and electronic material. The "Hints" box contains text about searching for Oxford e-Journals and provides links for the Lexis Nexis News Service and a policy document.

At the bottom of the page, there is an "IMPORTANT MESSAGE ON e-JOURNAL SUBSCRIPTIONS FOR 2011" and a "CSIRO journals collection" notice. The footer includes a note about screen resolution and the Bodleian Libraries copyright notice.

Top Tip 5: Remember copyright restrictions

Brasenose College Library

- Place to work
- Friendly atmosphere
- Convenience
- Wifi and Ethernet ports
- Printing facilities

Top Tip 6: Give the college library a go



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Brasenose College Library

Four primary sections:

Main – majority of the college's modern books

History – history and politics (access from Main Library)

Old Cloisters - physics, chemistry, maths and computing, engineering, geography, biological sciences (including medicine), music and art.

Stally - law library (located near JCR)



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Practicalities - books

- Check out books using the self-issue system
- Return books to the returns shelf in main library, the main desk in Old Cloisters 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

Top tip 7: 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)77826 library@bnc.ox.ac.uk
- **Top tip 8:** 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
- OUCS <http://www.it.ox.ac.uk/>
- IT Learning Programme
<http://www.it.ox.ac.uk/do/training-and-facilities>
- 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 your student library reps

Top Tip 9 : Get involved



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Thank You

Brasenose College Library

College Librarian: Liz Kay

Library Assistant: Lianne Smith

library@bnc.ox.ac.uk (2)77826

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

IT Support

John Kinsey, Garrith Blackhall, Bekki Tordoff, Mona Ghoshun

Computer.office@bnc.ox.ac.uk



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