You may also reserve a book which is out on loan by placing a “Hold”. However, you may not place holds on items which are available in the library.

**E-book & E-journals**

To access an e-book or e-journal click “View online”.

If you have chosen an e-journal, you will be taken to the “Find it@Oxford” window where you will see a list of databases that hold the journal. Check the date range shown beneath each database before clicking the title to connect.

You can find out more about using e-books, e-journals & e-resources at http://libguides.bodleian.ox.ac.uk/oxlip-plus

**Restricted items and Electronic Legal Deposit**

You may find items with an “Online access is restricted” notice. These items are received through Legal Deposit legislation, which entitles the Bodleian Libraries to a copy of every item published in the UK & Ireland. The Legal Deposit Act 2003 imposes a number of restrictions on these items, including limiting access to Bodleian Libraries workstations only, restricting each item to one person at a time and prohibiting digital copying and saving.

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**Further help and guidance**

For more guidance please see the full SOLO guide at http://libguides.bodleian.ox.ac.uk/solo

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

**Connecting to SOLO and “signing in”**

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

SOLO is publicly available and you do not need a password to search it. However, you will need to “sign in” to SOLO in order 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 items available in “Articles & More”
- Access e-books and e-journals when you are off campus

The “Sign in” button is in the top right hand corner of the screen. Current members of Oxford University should sign in using the “Oxford Single Sign on” (SSO). Other Bodleian Libraries’ members should choose “non-Oxford Members” and sign in using their Bodleian Libraries username and password. If you’re not sure of your password see www.bodleian.ox.ac.uk/passwords

**Searching**

The easiest way to search SOLO is to enter title keywords and/or author names. As well as author and title you may also enter other bibliographic details such as editors, translators, publishers or publication date. However, you should not include the edition statement (e.g. 2nd ed).

If you are unsure of a spelling you can replace a letter or number with the wildcard ? e.g. Gr?y finds Grey and Gray. Alternatively, you can add * to the
stem of a word to find alternative endings e.g. child* finds child, children etc.

Using “limit your search” drop down menus in searching
- Use the “All Libraries/collections” menu to limit your search to a particular library, online resources only or open shelf items
- The drop down menus beneath the search box can help you to limit your search and are particularly useful if you are getting too many results when searching for non-book items or for common titles or author names

Advanced Search
Advanced Search includes additional options to facilitate searching by publisher, place of publication, publication date or in copy specific notes. In addition it allows you to limit your search by date range or language.

Browse Search
Browse Search allows you to look through A-Z lists of authors, titles or subjects. It includes physical library materials, e-journals and e-books but not databases or papers indexed in the Oxford Research Archive (ORA). When browsing:
- Enter the author's surname first, e.g. Shakespeare, William. You may also use the author browse to search for organisations e.g. University of Oxford.
- When browsing by title omit any initial article i.e. where the first word of the title is “the”, “a”, “an” (or their equivalents) this should be omitted.

Searching for journal articles
You may search for journal articles using the “Oxford Collections” tab or the “Articles & more” tab. Please note:

- **Oxford Collections** is the most comprehensive option for searching for journals but must be searched by journal title (not article title or author)
- **Articles & More** searches a huge range of journal articles but is not quite as comprehensive as Oxford Collections. It is best searched by article title/author or keywords

Searching for specialist materials
For guidance on searching for specialist materials such as maps, music, early and rare books & official papers see http://libguides.bodleian.ox.ac.uk/so

Refining searches
Once you have performed a search, use the options that run down the left of the screen to refine your results by topic, library, date etc. The “Refine Further” button gives you a full list of options. However, you are advised to avoid using the “Exclude” option when refining by Library.

Versions: finding online & print versions and different editions
When SOLO finds different “versions” of the same work (e.g. different editions or printed & electronic copies) it groups them together. Click “View all n versions” to see the individual works. To find specific editions within a very large group of versions ensure the sort order is set to “relevance”

Locating items, ordering from closed stacks & reservations
To find out which Libraries hold an item choose “Find & Request”. Then click + next to each library to check availability and to see the shelfmark.

If the item is kept in the “closed stack” you will need to order it by signing into SOLO and clicking “Hold”. You will be prompted to choose a “Delivery/Pickup” location where you will read the item.

You can track the progress of your “Holds” by choosing “My Account” (top right) followed by “Requests”. For more information including delivery times