Guidelines on how to use the online catalogue for the Oxford Libraries

Narrowing your search to a particular library collection: Christ Church Library

Search Oxford Libraries Online (SOLO)
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How do I sign into SOLO?

You will need to sign on to SOLO to:

- place requests for items
- view the full range of items in Articles
- save items to your favourites
- use saved queries
- add tags or reviews to items on SOLO

To sign on choose Sign on in the top right hand corner

Which password and username should I use?

Current members of Oxford University with a blue stripe University card should choose Oxford SSO and sign on with their Oxford Single Sign On username and password. This is the username and password used by most Colleges and Departments for email. The username is nearly always in the format abcd1234. If you have forgotten your SSO or need help with it please visit the IT Services username web site.

Other readers should choose non-Oxford members and sign on with your your Library card barcode number and Library password. For more details on your Library password including information about setting up your library password and resetting forgotten passwords please see Library passwords.
How do I narrow search results to a particular library collection?

In the list of resources to the right either start typing the first letters of the library or collection you wish to search or use the scroll bar to navigate through the list. You can also refine your search returns by library by using the search filter 'Library' on the left as described in the section below.

How do I sort/refine my results?

On the left hand side of the screen use 'Sort by' to order your search returns. Use the filters to refine your search. Expand the list by clicking on the red arrows. Navigate up and down the filters by using the side bar to the right of the list. You can also exclude results with a particular value by clicking on the check box to the right of the entry in a facet list.
How do I search by journal title?

Search by journal title in 'Search Everything' or 'All libraries/collections.'

You may see up to three versions of the same journal. The print version, the online access version, always shown with a green circle and the electronic Legal Deposit version, always shown with an amber coloured circle.
**How do I search for an article?**

To search for a specific article or to browse articles select the 'Article' search option. Results will return both purchased online content and electronic Legal Deposit versions. If we only hold a copy in print format you will need to search at journal title level in 'Search Everything or 'All libraries/collections'.

**Why can't I access all of the results?**

Access to some of the electronic resources that SOLO searches is restricted by the publishers to members of subscribing institutions. In order to prove that you are entitled to see these results, you will need to log in to SOLO.
How do I save a search and set up updates for new articles?

Sign into your account. Then enter your search term and search in 'Articles'.

From 'Sort & Filter Results' on the left, chose 'Articles', your chosen search terms and if wanted include results without full-text access. Now click on the green 'Apply filters' button.

At the top of the page you can see the active filters you have chosen. Click on 'Save query'.

There are two ways to set up a notification. Once you have clicked 'save query' a yellow banner will appear at the top of the screen. This will allow you to set up email notifications to a chosen email.
You can also set up a notification via your search history. From here you can choose to be notified by RSS feed if preferred.

Select 'Saved searches'. From the icons on the right you can choose to have a RSS feed or get monthly alerts via email. Please note if you change your search terms you will need to set up a new saved search. You can delete notifications by clicking on the pin on the right.
How do I place a ‘Click and Collect’ request?

You will need to sign in to your account to place a ‘Click & Collect’ request. From the results list page:

Press ‘Send Request’:

Hold request

Click & Collect
Delivery/Pickup Location
Christ Church Library

Where possible please use e-book versions in preference to requesting printed copies - check SOLO for e-book availability before submitting your request.

Click & Collect Info for Bodleian Libraries
N.B. If requesting to a reading room please remember you need to book a place in advance

Reading Room booking Info

Your request has been placed and you will be notified by e-mail when it is ready for collection.
How do I use advanced search?
To see your search results scroll down the page. Please note, on a small screen to see your search results scroll down the page.

What do the coloured circles/traffic lights, signify?

The University's collections of e-books, e-journals, articles online and databases available from our publisher subscriptions.

Full-text access to this item may be available but restrictions may apply. For example, Electronic Legal Deposit content.

Full-text access is not available.
How do I renew my books?

From the loans tab in your account:

Some libraries do limit the number of renewals, so renew all should be used with caution.

How do I export citations?

How do I pay my fines?

College library fines are battled at the end of each academic term.
For any further details about how to navigate SOLO please visit: 

https://libguides.bodleian.ox.ac.uk/solo

If you think we might be able to help you drop us a line: library@chch.ox.ac.uk

Give us a call 01865276169

Write us an old fashion letter: The Library, Christ Church Oxford, OX1 1DP