



The Library

Welcome to Somerville Library!

This guide provides you with the basics of using libraries while studying at Oxford. There is quite a lot to understand and work your way through when it comes to finding the information you will need for your courses, but start with this guide and the support of your college library, and it will all make sense far faster than you would imagine.

Your college library

College libraries are available only to members of that college: you and your fellow Somervillians. You should find in your college library all the main textbooks you need for your courses, and much more besides. From Somerville library you can borrow as many books as you need for as long as you want. But there is so much more—we offer over 100 study spaces, including two bookable group study rooms, and provide access to assistive equipment, such as height-adjustable desks and variable brightness lamps, as well as access to networked PCs should your own laptop fail you.

For more information about Somerville library visit the website at <https://library.some.ox.ac.uk>.



Finding books



All of Somerville's books and DVDs (and we have one of the largest college library collections!) are listed in SOLO, the online library catalogue which lists most of the items available throughout the university, <https://solo.bodleian.ox.ac.uk/>. As it is such a big collection, it helps to search for quite specific things from your reading list - to start with at least - and to narrow your search using the filters, such as selecting 'Somerville College' from the places to search, or 'Oxford Collections' if you wish to search beyond the college library. In this way you will get the most relevant items towards the top of the results list.

There is a guide to using SOLO available here: <https://libguides.bodleian.ox.ac.uk/solo>

Reading lists

As well as using SOLO, you may access material from ORLO, if your tutor posts reading lists online. Oxford Reading Lists Online (ORLO) provides you with access to electronic resources and scanned extracts that form the bulk of your required and recommended readings. By using an ORLO list you can see the live library availability of your course reading materials. You can search for your course from the ORLO homepage or access ORLO lists via your course's Canvas site. Please note that, while some ORLO lists are made public, the majority are private and can only be accessed by those with an Oxford Single Sign On (SSO). You will also need your SSO to access all of the Oxford Collections shared on the lists. ORLO is available at <https://oxford.alma.exlibrisgroup.com/leganto>. If we don't have on our shelves the books you need, then simply ask us, and we'll see whether we can buy them: all reasonable requests are considered and we buy around 2,000 books every year.

Using other libraries

There is a really useful (printable) map of all the libraries to be found here:

<https://www.bodleian.ox.ac.uk/sites/default/files/bodreader/documents/media/map-of-oxford-libraries.pdf>.

Oxford has over 100 libraries, and finding the ones that you can access is very easy, but it is important to note the distinction between Bodleian, Subject and College libraries (explained in a bit more detail below).

Subject libraries



Subject libraries are also sometimes referred to as department or faculty libraries, and are the libraries associated with a specific discipline, for example the Radcliffe Science Library (RSL) for the physical and life sciences, or the Social Science Library for PPE. All of them come under the umbrella term of 'Bodleian libraries', so you may see them referred to as, for example, the Bodleian Social Science Library, but they are not *the* Bodleian

Library (for this, see below). if you are recommended to consult a Bodleian library, then it is one of these to which you are being referred. College libraries are distinct to Bodleian libraries. More information about the different libraries to which you have access is available here: <https://www.bodleian.ox.ac.uk/libraries>

The Bodleian Library

And then there is, of course, the most famous Oxford library of them all, the Bodleian Library. As a copyright library it contains most books and e-books published in the UK. You usually won't be able to borrow from the main Bodleian (you can from your subject or college libraries) and most books are not on the open shelves. But using this library is an experience in itself, and you can find out more about how to do so here:



<https://www.bodleian.ox.ac.uk/libraries/old-library>

Online Library resources

Although we have a significant print collection, this is dwarfed by the amount of material available to you online through SOLO. This is where you will find many of your recommended readings, including books and journal articles. Visit <https://solo.bodleian.ox.ac.uk/> to discover more.

SOLO <https://solo.bodleian.ox.ac.uk/>

Finding e-books

Search for e-books in the same way as you would printed books, via SOLO <https://solo.bodleian.ox.ac.uk/>, narrowing down your search using the filter 'Online resources'. E-books are also a bit like printed books, in that some e-books can be read only by one person at a time, but some e-books allow multiple readers to access them at once. Some of the e-books will be Electronic Legal Deposit copies. To read these you will need to be in one of the Bodleian libraries. What type of e-book you are trying to read will be clearly displayed when you find the book in SOLO.

If you want to practise finding e-books, see if you can find this book:

Finding journal articles and other online resources

There are thousands of journal titles in the online library. While not all journals are online, many of the ones you use for your courses will be. You can find journal articles via SOLO using the search box and, if you wish to narrow your results immediately, selecting 'Articles' from the dropdown list which says 'Search Everything' as default. There is a guide to finding specific journals and other online resources here: <https://libguides.bodleian.ox.ac.uk/onlineibraryresources/where>

Finding out more

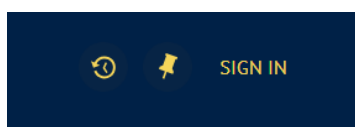
When you arrive in college, you will be provided with an introduction to your college library and to the other libraries to which you have access as part of your induction. If, for whatever reason, you are unable to make the introductory session, simply come into the Library during staffed hours and we will provide you with the information you need to get started.

However, there are a few things which you can try out before you arrive:

- Find books from your recommended readings in SOLO <https://solo.bodleian.ox.ac.uk/>, and work out which library you can borrow them from and how long you can have them for.
- Find your subject library here <https://www.bodleian.ox.ac.uk/libraries> and work out where it is in relation to Somerville using the Map of Libraries (see 'Using other libraries').
- Watch the 'Getting started' guide from the Bodleian here: <https://www.bodleian.ox.ac.uk/ask/getting-started/under-post-graduates>
- If there are specific things you want to know how to do, such as finding books and journals in the online library, use the guides here: <https://www.bodleian.ox.ac.uk/ask/how-to-guides>. There is even a guide on how to use a reading list!
- Find your subject in the list of guides here: <https://libguides.bodleian.ox.ac.uk/subjects>. Each subject guide gives you information about the key resources in your subject and where to find them, as well as the contact details of the subject librarian responsible for that subject.

As your college library, make us your first stop if you have questions about using libraries in Oxford. We can answer any queries you have about finding information, and we can also point you in the right direction when it comes to using other Oxford libraries. Our website (<https://library.some.ox.ac.uk/>) contains a lot of information to help you, but if you can't find the answer to your question there, please email us on library@some.ox.ac.uk. We'll be happy to answer any questions you may have.

You need your SSO (Single Sign On) account



For all online resources, including logging into SOLO itself, you will need your Single Sign On account, commonly known as your SSO. Once you have this, access to many resources and systems becomes a lot simpler. To find out more about your SSO, visit the ITS website: <https://help.it.ox.ac.uk/oxford-username-and-ssu> and look out for guidance on how you get your SSO in the emails you receive before arriving at college.

We look forward to welcoming you in October!

<https://library.some.ox.ac.uk/> library@some.ox.ac.uk