Shetland 24 Hour Library

Oxford Reference Online: 200 encyclopaedias

Shetland Library

Access

To access Oxford Reference Online, go to the Shetland Library homepage – **www.shetland-library.gov.uk**.

Access it by clicking on either **24 Hour Library** tab: [1]

On the 24 Hour Lib hub, choose **Online Reference Library**:

The 24 Hour Library

The 24 Hour Library is the name for the integrated digital services provided by Shetland Library. You can access the library catalogue at any hour, renew your loans, use any of our online subscription resources, see any of 4000 videos or over 350000 images & access selected reliable websites - from home, at work, or wherever you may be in the world.

The Catalogue

You can access the Shetland Library Catalogue at any point from here. If you are a library member you will be able to access your account, and be able to check your existing loans, request new ones & renew outstanding texts.

The Online Reference Library

If you are a member of Shetland Library, you can use our Online Reference Library, for free, providing anytime access to online information resources. Discover a world of knowledge as well as business and legal information.

Then, on that page, select Oxford Reference Online, the 3rd down on the right:

Britannica Junior
Primary school children will be entertained & educated by this resource, with games, videos & talking articles.

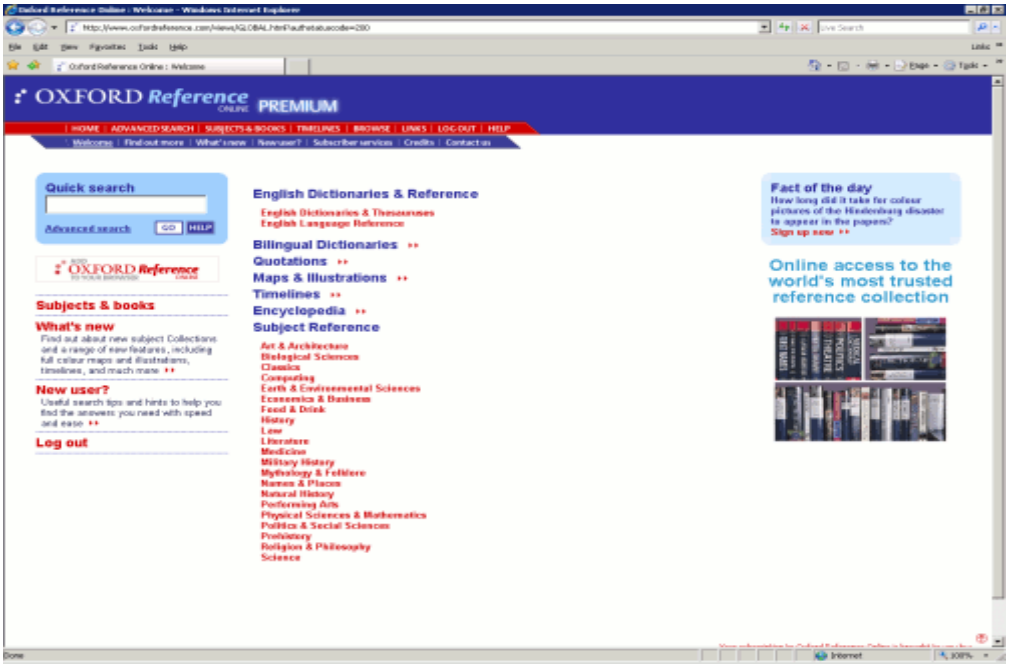
Oxford Reference Online
Powering knowledge...

Oxford Reference Online
A collection of over 200 Oxford University Press reference works accessible through one site. You need your library card to access Oxford Reference Online outside the library.

[1] Alternatively, from any page on the library site you can click the ORO icon on the left of the screen.

Once you are in

Once you are signed in the Home Page looks like this:



There are four main search and browse options:

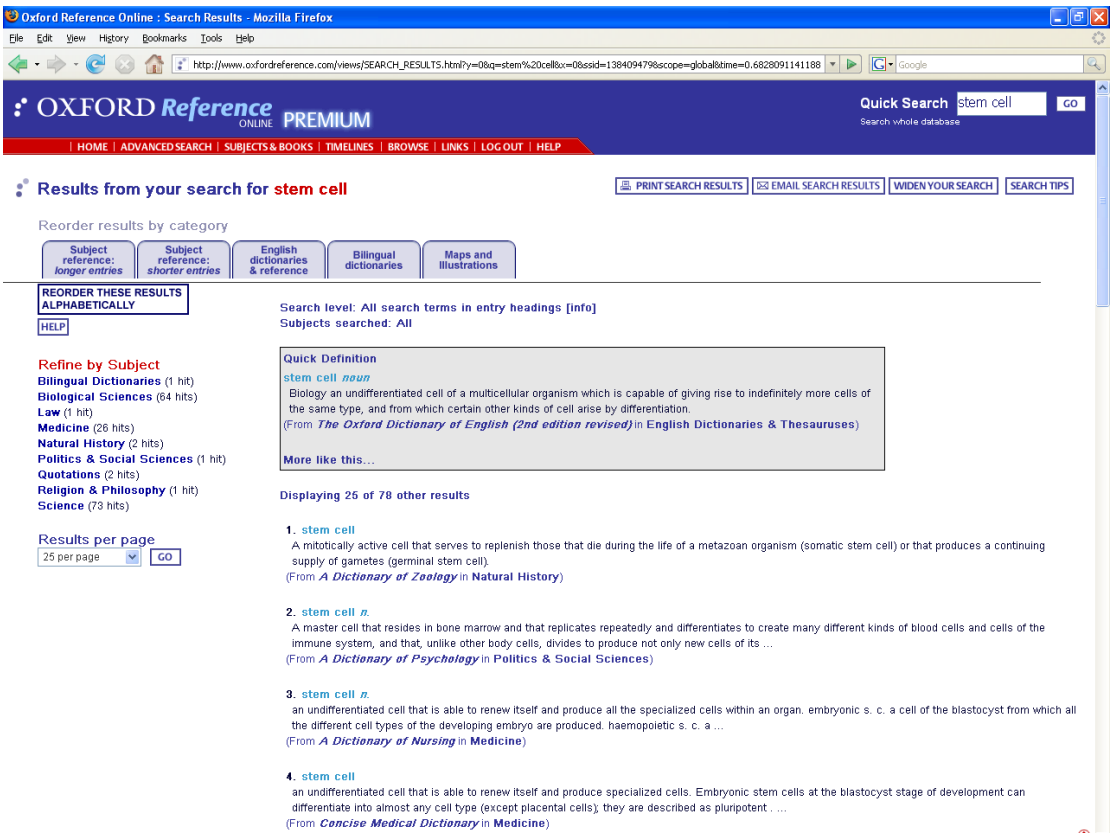
- **Quick search**
  A fast and efficient search option available from every page, quick searches look for matches in entry headings first, but will automatically default to a full text search if there are no results in entry headings.
- **Advanced search**
  Use this option for more refined searches, such as to search across a defined range of subjects, or to find references to people or dates only.
- **Browse the whole database**
  The Browse option enables you to view entry headings in the A-Z sequence in which entries appear in the printed book.
- **Search within a subject**
  Choose from one of the subjects listed on the Home page for more refined searching or browsing.

Other features of the Home page include

- New to ORO section with handy tips on how to search using wildcards etc,
- a What's New section with news on past and current updates,
- and a link to the ORO Fact of the Day.

Search Results Page

Here are the results from a Quick search for "stem cell". There are results from a wide range of sources - everything from *The Oxford Dictionary of English*, to *A Dictionary of Nursing*.

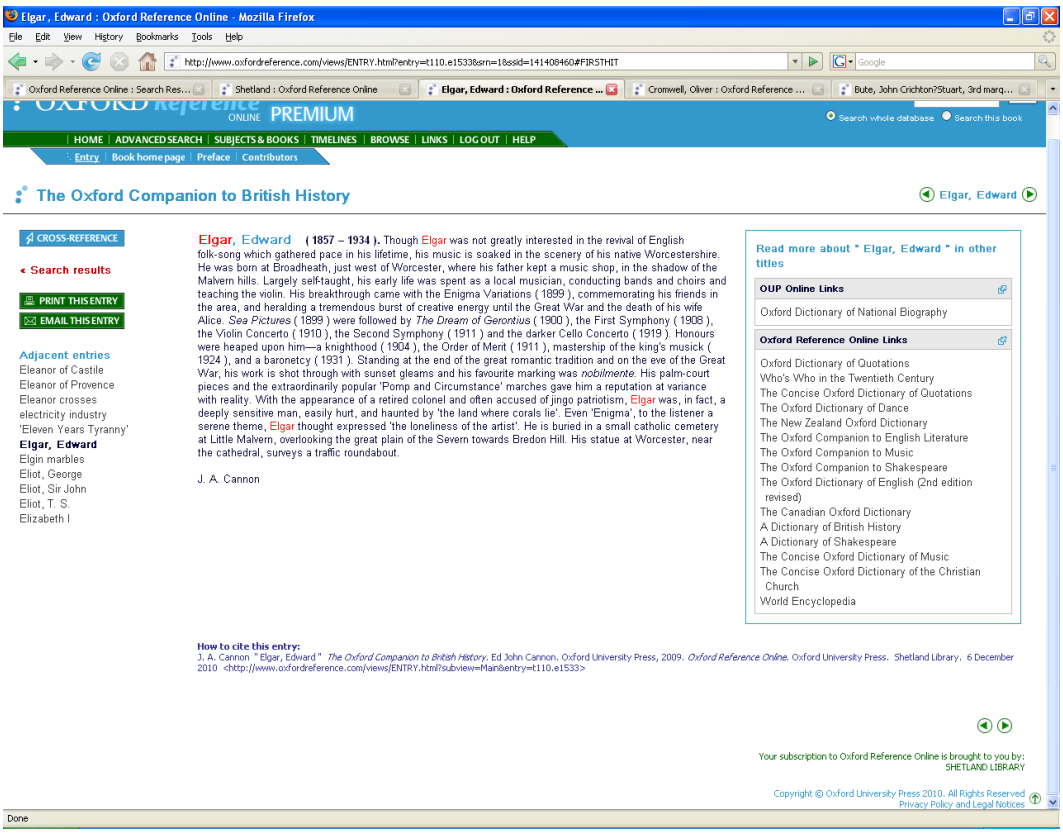


The search results page offers these main options:

- **View an entry**
  Click on an entry heading to view the full entry.
- **Quick definition**
  A quick dictionary definition of your search term from the *Oxford Dictionary of English*
- **Reorder your results by category**
  Select one of the tabs along the top of the results list to reorder your results. The category options are: Subject reference longer entries; Subject reference shorter entries; English dictionaries; Bilingual dictionaries; Quotations.
- **Refine your results by subject**
  Limit the results displayed to a specific subject by selecting one of the subject links in the left-hand column.
- **Widen your search**
  If your search doesn't return sufficient results you can use the **Widen search** option. This allows you to broaden your search with one click of a button, catching more references to your search term.
- **Conduct a new search**
  Type a new keyword or keywords into the Quick search box and click **Go** or press return on your keyboard.

Entry Pages

The Entry Pages display the individual articles or entries in ORO. The entry below for "Elgar, Edward", is taken from *The Oxford Companion to British History*.



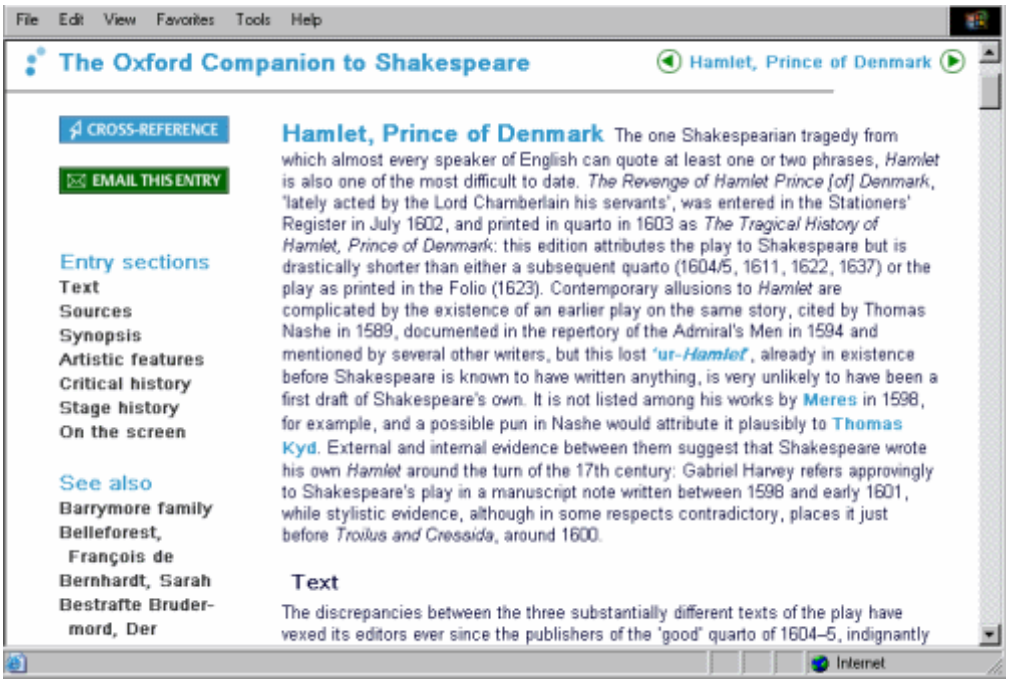
From an entry page you can do any of the following:

- **View the next and previous results from your search**
  Click on **Previous result** or **Next result** in the left-hand column to see the entries on the search results page before or after the one you selected.
- **Navigate to related entries** in other titles in *Oxford Reference Online* or (if you subscribe to them) other OUP products such as the *Oxford Dictionary of National Biography*, the *American National Biography*, *Oxford Art Online*, *Oxford Music Online*, and *Who's Who*
- **Return to the full results list**
  This will return you to the search results page you came from.
- **Go to a theme relevant to an entry in Timelines (if the entry contains a link to Timelines).** This enables you to examine the entry in a wider context.
- **Browse adjacent entries from the book**
  View the entries in the book that come before and after in the A-Z sequence.
- **Follow links to related entries within the book**
  Links in the text (blue, underlined) will take you to related entries from the same book.

- **Look up any word anywhere in the database using the Cross-Reference tool**
  Highlight a keyword or keywords in an entry and click on the **Cross-Reference** tool and it will search across the entire database.
- **Email the entry to a friend or colleague**
  Click on the **Email this entry** button and follow the instructions on how to send someone you know the entire text of an entry for free.
- **Perform another Quick Search**
  Type a new keyword or keywords into the Quick search box and click **Go** or press return on your keyboard. You can choose to search the whole database or just entries from the book that you are currently in.

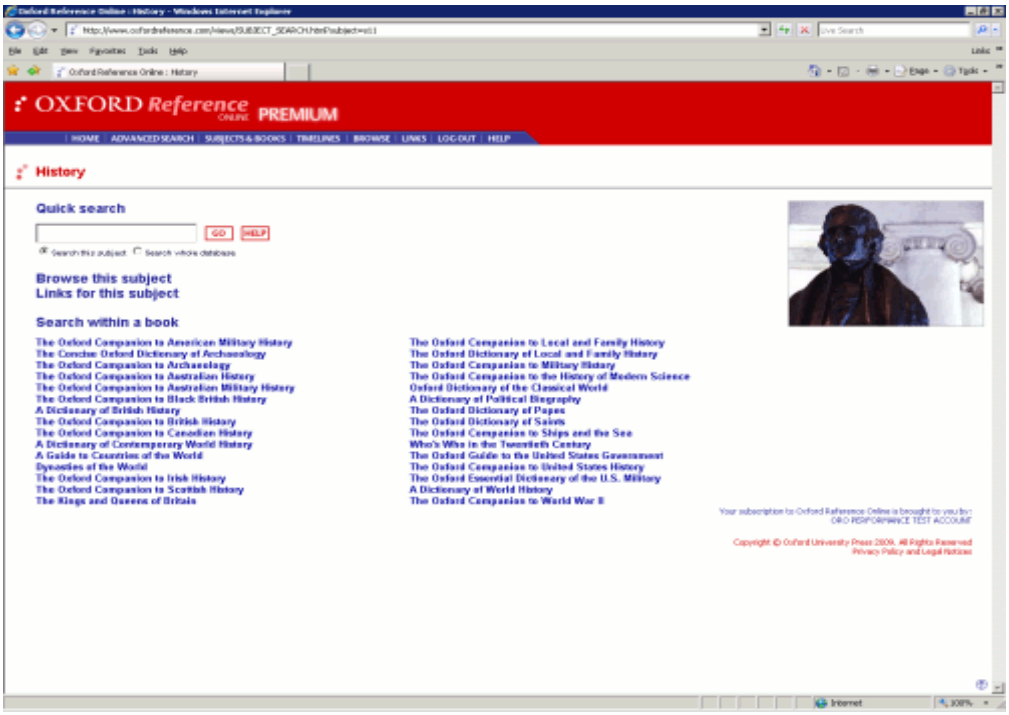
Long Entries

Some entries from titles such as the *Oxford Companions* series and Digital Reference Shelf encyclopedias, span many pages. To make it easier to navigate these long entries, there is a list of **Entry sections** on the left-hand side of the page, to allow users to go directly to a specific section of the article.



Subject Home Pages

The Subject Home pages allow you to focus your research within a specific subject area. To search or browse within a subject, just click on a subject link from the list of subjects in the centre of the Premium Collection Home page. From here you can perform a quick search that is limited to that particular subject.

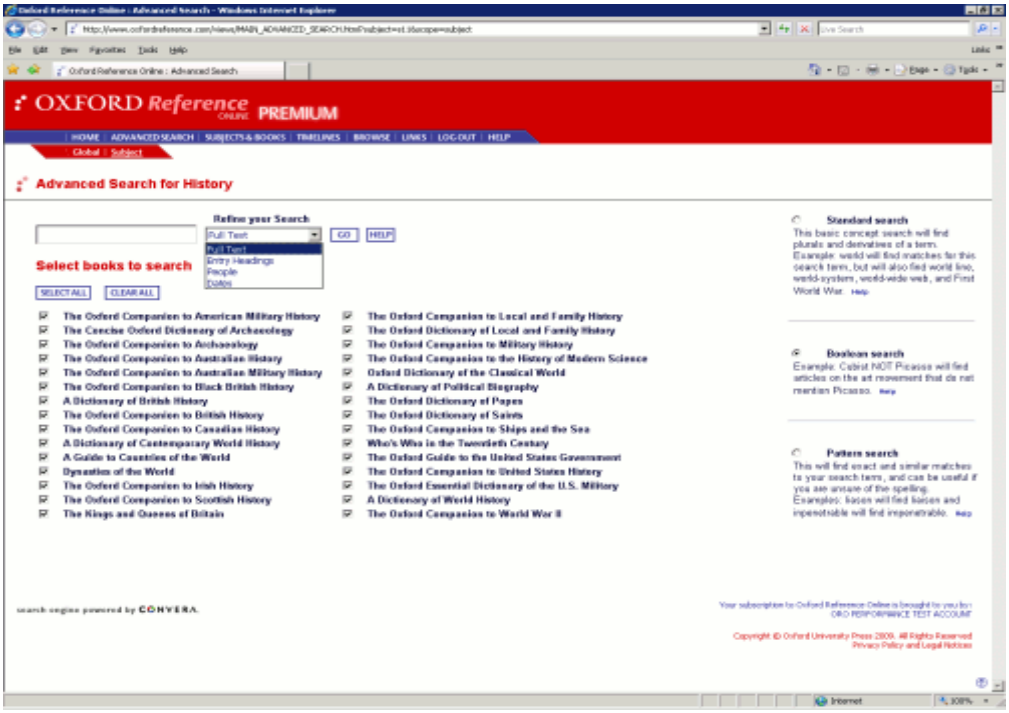


Other options from the Subject home page include:

- **Advanced subject search**
  Select the **Advanced search** tab on the global toolbar and you will be taken to the Advanced search page for that subject.
- **Browse this subject**
  Click on the **Browse this subject** link to view the A-Z sequence of entries in this subject.
- **Links for this subject**
  Follow this link to see the list of external, editorially selected websites we have recommended for each subject.
- **Go to a specific Book within this subject**
  From a subject page, you can narrow your scope further before starting to search or browse, by clicking on one of the book links listed under **Search within a book**. This will take you to the Home page for that book.

Advanced Search

To begin an Advanced Search, click on the **Advanced Search** button on the main navigation bar at any time. Note that if you are currently on a subject or book level page, you will only search that subject or book.



With Advanced search, you can refine your search in the following ways:

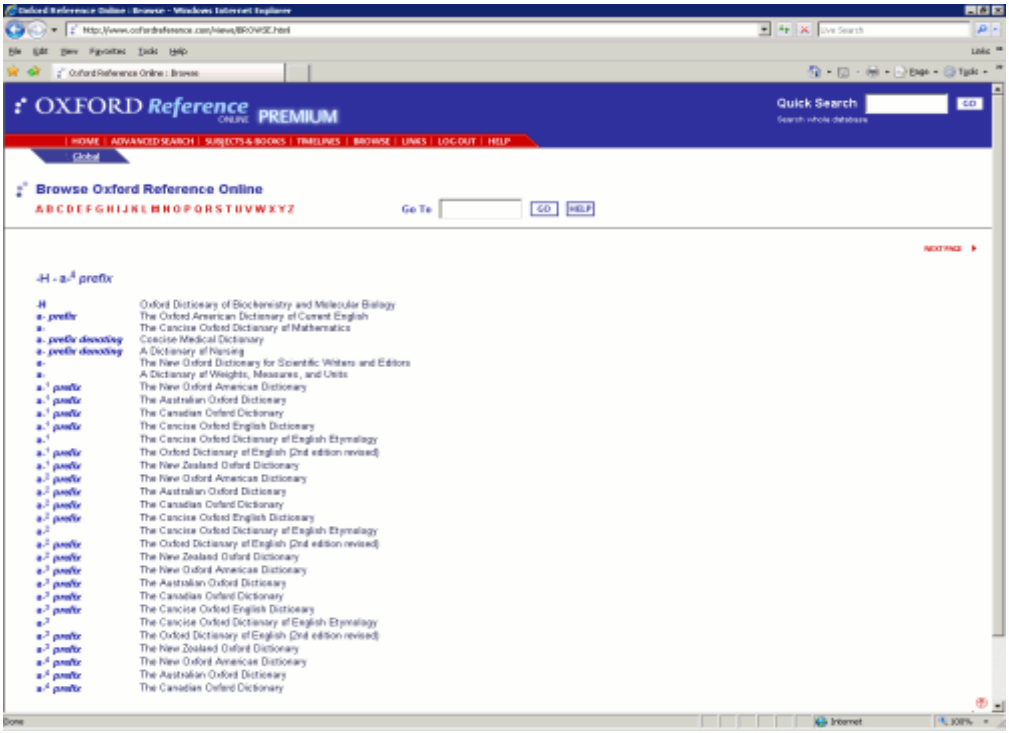
- **Search the full text of the database, or just entry headings**
- **Search for people or dates**
  Use the drop down menu to select one of these options.
- **Select which subjects or books to search**
  If you are at the global level, you can restrict your search to one or more subjects by ticking the appropriate boxes. Click on the subject to go to a subject level Advanced search page.
- **Choose your method of searching: Standard, Boolean, or Pattern**
  A Standard search looks for exact matches for your search term, but also looks for plurals and other forms of your search term (for example, "world" will find "worlds", "world-famous", "world-soul", etc.). Standard search is also the default option used in Quick search.

  Use Boolean searching to construct searches where you want to include and exclude terms. For example, "Cubist NOT Picasso" will find articles on the art movement that do not mention Picasso.

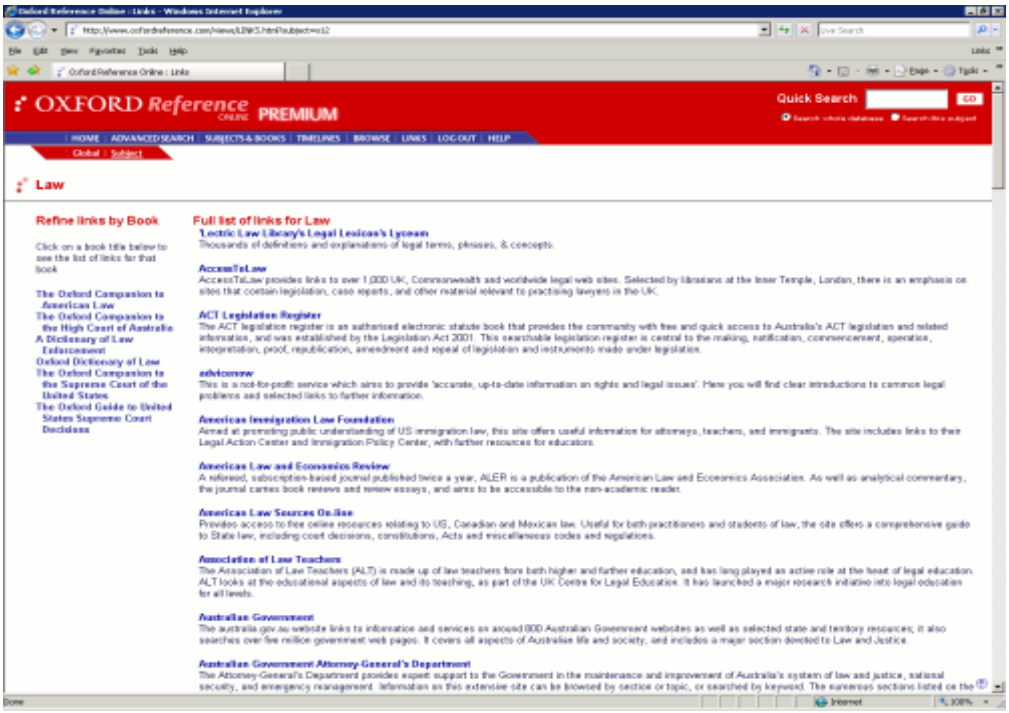
  Use Pattern search when you're not sure of the exact spelling. For example, a search for Milenium will find results for Millennium.

Browse

The Browse option enables you to view entry headings in the A-Z sequence in which entries appear in the printed book. You can browse in this way at the global, subject or book level.



The Browse list displays each instance of an entry heading, together with the title of the book in which it appears. Use the A-Z buttons to jump to your chosen letter, or type the word that you want to find into the Go To box and you will be scrolled to the correct place in the browse list. Clicking on an entry heading will take you straight to the relevant entry.

External Links

At the subject and book level there are lists of external web links to further help you in your research.