

## Online tutorial / Reference guide for retrieving materials on Orissa

The following instructions are meant as mixed guide both for non-professionals in online retrieval as well as for professionals not familiar with particular interfaces and/or language keys pertaining to the local catalogue system of the University of Heidelberg Libraries (HEIDI). Thus, very basic instructions parallel those for a rather refined search and we beg either seeker for advice for leniency.

Note: if you just want to get a list of the manuscripts kept in the Orissa Archive of the South Asia Institute perform a basic search with the shelf mark [Signatur] „265 mss\*“ in the HEIDI catalogue. The following instructions apply only if you would like to create a precise search strategy for materials concerning Orissa within the holdings of the library of the South Asia Institute.

Note also that online cataloguing for the Institute starts mainly with 1986 as date of acquisition and that the retrieval of the Institute's subject headings will only be fully successful for years of acquisition after 1997!

### The local union catalogue HEIDI: scope and access

HEIDI, the catalogue of the Heidelberg University Libraries, contains records for books, journals, manuscripts, government documents, maps, microforms etc. for most of the holdings of the entire library system.

Direct access to the local union catalogue:

[www.ub.uni-heidelberg.de/helios/kataloge](http://www.ub.uni-heidelberg.de/helios/kataloge)

Click the button START

Note: immediate search here will guide you to the holdings of the entire library system

### Selecting specific holdings

It is advisable to select the holdings of the library of the South Asia Institute in order to narrow down the results to your particular research interest.

Therefore, after having started the access to the catalogue, click the hyper link „Einzelne Einrichtungen“ [single institutions/departments/faculties]

Select now „Zentrale Einrichtungen“ [central facilities] and tick the box “Südasiens-Institut” [South Asia Institute]

### Browsing and keyword search

There are two ways of finding material in the HEIDI catalogue: browsing and keyword search. The following search instructions will concentrate on keyword search.

With the selections previously done you can now start to search the holdings of the Library of the South Asia Institute.

There are three fields with various search options which you can select via a pull-down screen.

For your purposes the most important search options might be:

Autor	[author]
Titel(stichworte)	[title/title keywords]
Signatur	[shelf mark]
Institutsschlagwort	[subject heading / institute]

Note: The default search in this database is the Boolean operator „and”. This means that if you choose to put a term in all three fields you will only get results which match all three fields simultaneously!

As you presumably do not know a specific author or title relating to the Orissa Archive it might be best to start with a keyword search. The advantage of a keyword search is that you will find words or phrases anywhere in the selected search type.

Note: you cannot choose a keyword search *anywhere!*

This means you can either opt for keyword search within the title index or within the author index or within the index of the subject headings. However, you cannot perform a keyword search in all available indices simultaneously.

How to do a title keyword search:

After selecting the holdings of the South Asia Institute (see above hyper link!) choose Titel(stichworte) [title keywords] on the pull down screen.

Put in whatever probable title keywords come to your mind.

Note: Since this is a title keyword search, attention has to be paid to the respective language of a publication.

Examples:

Hinduism results in 155 hits

Hinduismus results in 51 hits

Hindouisme results in 12 hits

Hinduism\* results in 208 hits

So the different spelling of “Hinduism” generates different results.

Even more difficulties have to be faced with an approach covering all titles dealing with hinduism irrespectively of mentioning the word hinduism in their titles. One option to circumvent such difficulties might be to truncate the particular search terms in a sensible manner. Thus, relating to the example above, you might search for “hinduism\*”. Therefore, a more reasonable option might be the subject heading search type.

How to do a subject search:

The thesaurus of the library of the South Asia Institute is based - according to the cataloguing rules - on the country’s language, i.e. German. In contrast to an arbitrary (at least languagewise) title keyword search you can initiate a more refined search by choosing the subject heading search type.

Unfortunately the thesaurus, which has been translated into English for the convenience of foreign visitors, is not available online. Therefore, we recommend a title keyword search first. Choose for example the search option “title keyword” and type in „hinduism“ or „Orissa“, then check several full entries and select the appropriate subject headings from those entries. Next start a new search by selecting “Institutsschlagwort” [subject heading / institute] and use the subject headings you found in your previous search as search phrase.

Examples:

Try a rather unspecific search with a simple geographic subject heading:

Orissa

Indien, Orissa

Indische Union, Orissa

Note: the difference in results!

Try a combination of geographical subject headings with general subject headings if you want to refine your search:

Indien, Orissa / Tempelsoziologie

Sanskrit, Ritus [note: the language functions as a geographical heading!]

Note: the syntax of the retrieval! (blanks, slash, succession of the termini). The retrieval, however, is not case sensitive.

Try also some more specific personal subject headings, which are not confined to persons alone, but also include mythical persons, gods and goddesses, institutions etc.

Example:

Jagannatha

Finally if you are lost or if you cannot figure out a sensible retrieval syntax do not hesitate to consult the online information for subject enquiries:

[r59@ix.urz.uni-heidelberg.de](mailto:r59@ix.urz.uni-heidelberg.de)

We will be happy to assist you!