





Handout for the use of the library catalogue HEIDI

Content:	The online catalogue HEIDI records the holdings of the Heidelberg University Library from the year of publication 1962 and of the decentralized libraries from the year of publication 1990. Older media are not completely listed in HEIDI. They can be researched in DigiKat.
Login:	By logging into your user account, functions such as the loan overview, orders, reservations, insight into your fees, renewals or changing your user data are available.
Access:	https://www.ub.uni-heidelberg.de/Englisch/helios/kataloge/heidi.html
Tip:	On the training pages of the University Library you will find online tutorials with informations about functionalities and research strategies. Search tips are integrated in HEIDI itself.

Search example: The Great Gatsby

1. Simple Search

The query in the **Simple Search** is used to search for the search terms in several database fields (title, keyword, author, etc.). One or more search terms can be entered.

Note: The quick search field on the UB homepage and the simple search in HEIDI provide the same search result.





2. Advanced Search

With the advanced search, you can search specifically for holdings with formal (**author**, **title**, **year**) or thematic (**subject headings**) information.

By using the three search fields and the three search operators (**and**, **or**, **not**) you can limit or expand the number of hits or exclude individual search terms.

By entering several search terms in a search field, HEIDI outputs a list of hits that contains all the search terms in the individual hits. The **AND-operator** is therefore preset and doesn't have to be entered. You can also enter an **OR** or **NOT** combination of the search terms in the same search field.

Note: In the example given, **"great gatsby**" is quoted to search for the exact word order (**phrase search**). Truncation can also be useful. An asterisk is set, which replaces any number of characters (e.g. **"liter***"; thus the search is for "literal", "literature", etc.).

To search thematically with subject headings, use the index behind the corresponding search field, which shows you possible keywords. In addition, "**Search hints**" are displayed below the search mask for the respective search fields.

The numbers of hits from searches that have already been conducted can be linked to one another via the **Search history**.

3. Short display tab "HEIDI"

The HEIDI tab shows the titles that were catalogued in the Südwestdeutscher Bibliotheksverbund (**SWB**) according to library-oriented norms. Here you will find the most important information about the title, the shelfmarks, the availability of the title, a link to the 3D plan and recommendations for similar hits (**BibTip**).

- 1. With **"sort by**" you have the option of sorting the number of hits according to relevance or year of publication.
- 2. The number of hits can be limited by various criteria (year of publication,



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geographic coverage, media type, language, etc.)

3. The **shelfmark** for the respective title shows you the location.

4. Short display tab "Articles & more"

The "Articles & more" tab shows you hits from online resources that have been activated for the Heidelberg University Library. As a rule, these are so-called dependent works, i.e. articles from newspapers, magazines, conference papers and anthologies, the bibliographical data of which comes from a variety of sources that are made available via a service provider.

There is also the option to "Add results beyond Heidelberg libraries collection". In terms of form and content, the data doesn't show the same uniformity as the data from the HEIDI tab.

Using the "**UB Heidelberg verfügbar?**" function, you can check whether the articles found are available online as full text or in the Heidelberg University Library.

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5. Full display

The full display provides you with further information on the copies, locations, other editions, the availability of the title and the content of the work.

- 1. Subject headings can help you search thematically.
- 2. The **Availability** in the full display provides information about until when a work is lent, how often it has been reserved or whether it has to be ordered.
- 3. The selected titles can be exported into a reference management software or displayed in a selection of citation styles, which can then be copied.



6. Export and print functions

To print or export multiple bibliographic records from HEIDI, add the hit in the short or full display of the hit list to "My list" using the Mark icon 🗟 .Via "My list", marked titles can then be printed, saved, sent by e-mail or exported into a reference management software such as EndNote or Citavi. Therefor you have to select the correct file format, e.g. RIS for EndNote.

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 Kruse, Horst H.: F. Scott Fitzgerald at work : the making of "The Great Gatsby" / Horst H. Kruse Tuscaloosa, Ala.: Univ. of Alabama Press, 2014 XI, 154 S. : Ill., Kt., ISBN 978-0-8173-1839-0 25.10.2021 11:58:54 Title display & Personal Notes [from: HEIDI] 					

Search tips summarised

• Found too much?	Use multiple or more specific search terms. Subsequently narrow down the search using the various filter options.
Found too little?	Use more general search terms. Search in "All Fields", not in "Title (-keywords)".
Thematic search:	Use subject headings - ascertainable via the index.