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## **General Information**

To bookmark the KUBIKAT, use the following address:

<http://www.kubikat.org>

You can select the language of the interface via the upper right red toolbar menu: German (DE), English (EN), French (FR) and Italian (IT).

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## **Search**

Capital and small-case letters can be ignored for entry (exception: searching shelfnumbers). Modified vowels (e.g. ä) and the ß character can be lexicalized (ä=ae, ß=ss), or entered in their usual form.

### **Search filter for [basic search](#) and [advanced search](#)**

Before starting your search, You can set the following filters:

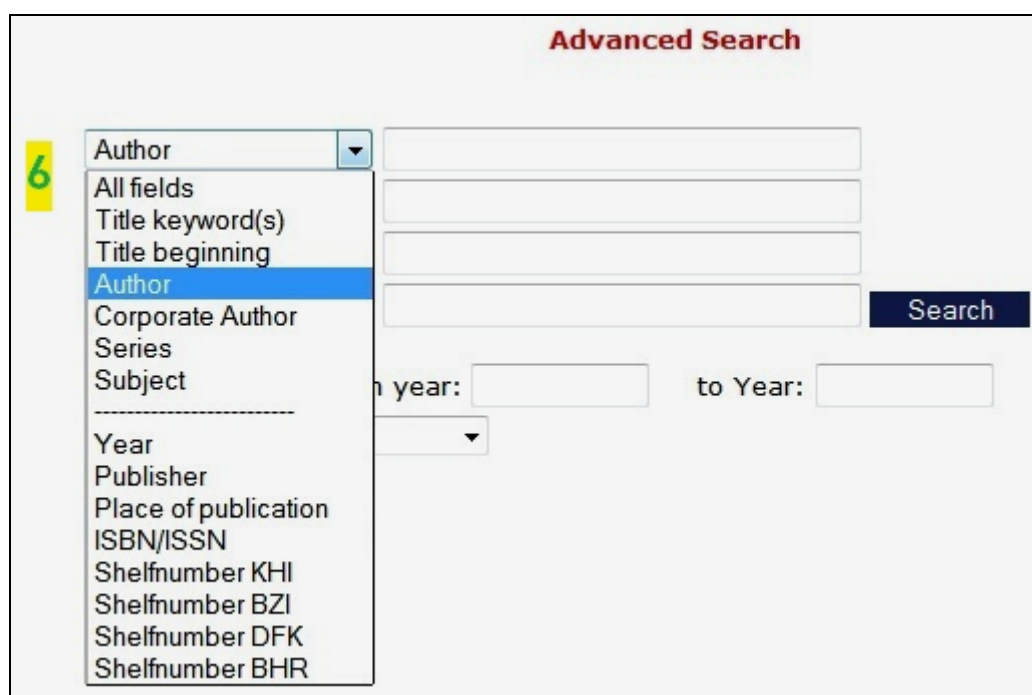
- (1) **Language** (default: all)  
Only titles in the language selected, and articles in collected works in the language selected will be found.
- (2) **Library** (default: all)  
Only titles in the library selected will be found. If the titles are also held by other kubikat libraries, these shelfnumbers will also appear. But even with the restriction to one of the four KUBIKAT libraries, all articles in periodicals and collected works that fit the search term will be found, regardless of whether they are actually held by the selected library or not.
- (3) **Publication year**  
You can specify either a publication period (by filling both search fields) or year (by filling one search field).
- (4) **Publication type** (default: all)  
You can limit the search to monographs, periodicals, or articles only. The limitation to articles will invalidate a limitation to a single library holding (2).
- (5) **Electronic media only** (default: none)  
By ticking this option, you will obtain digital publication titles only (E-Journals, E-Books, CDs, DVDs, Websites).

### Basic search

Enter one or more search terms. This search option focuses on a single “Basic Index” that covers practically the entire contents of the database.

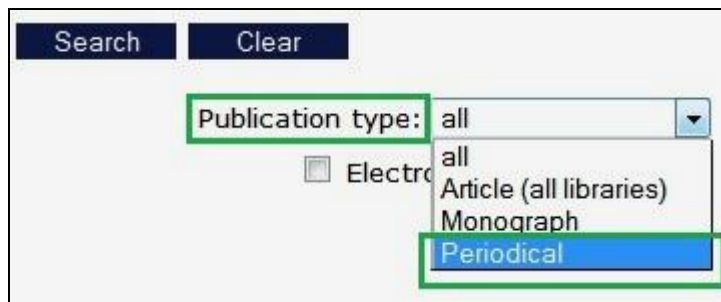
## Advanced search

Pulldown menus (6) may be used to specify the areas you want to search.



The screenshot shows the 'Advanced Search' interface. A yellow box with the number '6' highlights a pulldown menu on the left. The menu is open, showing options: 'Author' (selected), 'All fields', 'Title keyword(s)', 'Title beginning', 'Author', 'Corporate Author', 'Series', 'Subject', 'Year', 'Publisher', 'Place of publication', 'ISBN/ISSN', 'Shelfnumber KHI', 'Shelfnumber BZI', 'Shelfnumber DFK', and 'Shelfnumber BHR'. To the right of the menu are several search input fields, a 'Search' button, and a 'Year' field with a pulldown menu.

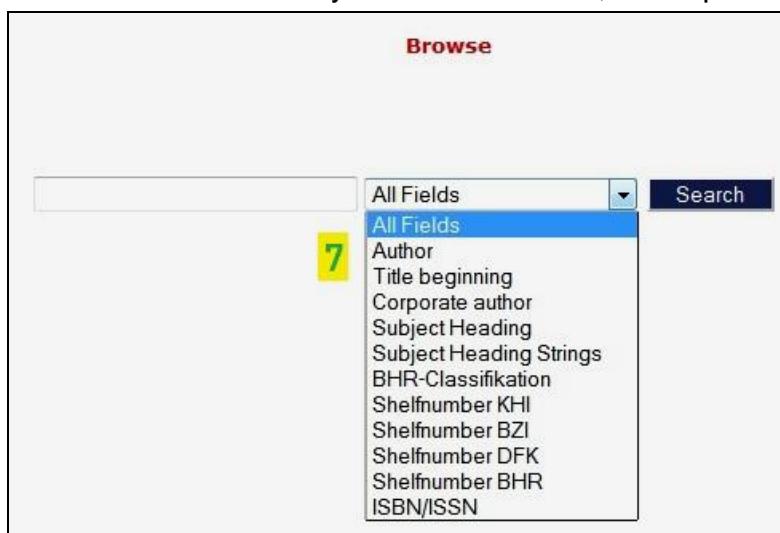
- **Author**  
Here literature by specific individuals, such as authors, illustrators, editors, etc., can be searched. Personal names should always be formatted as: Surname, First name. Because of the default automatic right truncation, with Müller, Ba, for instance, you will get both Müller, Barbara, and Müller, Bastian.  
For searching literature on specific persons, use the Keyword search field.
- **Title keyword(s)**  
Use the Title search field to search main titles and sub-titles, book jacket titles, original titles in the case of translations, and parallel titles. Enter one keyword or more of a title to narrow your search. The words within the search field are linked with the Boolean operator AND, which means that only titles that contain all the keywords inserted will be found. Truncation is possible: “?” or “\*” can replace any number of characters at the beginning, middle, or end of a search term.
- **Title Heading**  
When searching a specific title, omit starting articles (e.g.: the, a, an, der, die, das, ein, eine, einer, il, la, etc. )
- **Corporate Author**  
Using the Corporate Author search field, publications by institutions, states, public authorities, universities, societies, museums, foundations, congresses, municipal agencies, etc. can be found. The order of search terms need not correspond to the word order of the corporate designation. You can also truncate the name. In addition, ? or \* can replace any number of characters at the beginning, middle, or end of a search term.  
For searching literature on specific corporate authors, use the Keyword search field
- **Series**  
Use this field only for searching for titles of series. Please note: for periodical titles, use the search constraint ‘Periodical’ in the “Publication Type” pulldown menu, and search using the ‘Title keyword(s)’ option.



- **Subject:**  
Search here with one or more subject keywords for titles treating a subject, country, place, monument, person, work of art, etc.
- **Year**  
It is also possible to limit a search range to the year of publication, or to a year span: For instance, 1998->2010 will call up titles published from 1998 to 2010.
- **Publisher**  
It is possible to limit your search to publications by a certain publisher. Please note: that the search result for a publisher will often be incomplete given that publishers' names will often vary.
- **Place of publication**  
It is possible to limit your search to titles published in a specific place; however, please note that because they are not standardized, the names of publication places can vary.
- **ISBN / ISSN**  
Searches can be made by Standard Numbers [International Standard Book Number (ISBN) or International Standard Serial Number (ISSN)] Entry can be made with or without hyphens. Right truncation is possible. "?" and "\*" replace any number of characters at the end of the standard number.
- **Shelfnumber KHI / BZI / DFK / BHR**  
Here you can search for individual shelfnumbers in the kubikat libraries. Truncation is not possible.

## Browse

Using the pulldown menu (7), you can decide if you want to search in the general Search Index that covers nearly all data elements, or in specific indices:



Click the adjacent Search button to get an alphabetical browse list of entries corresponding to the selected Index that begin with the characters entered in the search field. The resulting lists in the Author, Corporate author, or Subject heading indices may include, links to corresponding authority records after the individual index entries.

Browse list: Subject Heading	
No. of Recs	Entry
1	<a href="#">Hamburg / NH &lt;Firma&gt;</a> - <a href="#">[Authority Record]</a>
6	<a href="#">Hamburg / Norddeutsches Museum</a> - <a href="#">[Authority Record]</a>
3	<a href="#">Hamburg / Norderkirche Sankt Johannis</a> - <a href="#">[Authority Record]</a>
1	<a href="#">Hamburg / Nordwestdeutsche Kraftwerke</a> - <a href="#">[Authority Record]</a>
1	<a href="#">Hamburg / NWK</a> - <a href="#">[Authority Record]</a>

## Exhibitions / Auctions

Use these fields to search for auction and exhibition catalogues:

Basic Search | Advanced Search | Browse | **Exhibitions/ Auctions** | New Acquisitions

**Exhibitions/ Auctions**

1  only exhibitions  only auctions

2 Title keyword(s)

3 Institution

4 Date of event  (YYYY-MM-DD)

5 Place of event  in local language

6 Library

- (1) Here you must select either exhibition catalogues or auction catalogues.
- (2) Title keywords
- (3) Keywords derived from the names of museums, galleries, or auction houses. In general, the keywords must be entered in the language local to the country of the institution (e.g. Galleria Uffizi Firenze)
- (4) An event date (4) should be inserted using the format YYYY-MM-DD (e.g.: 2008-11-03; it is also possible to enter only a year (e.g., 2008), or a year and a month (e.g., 2008-11).
- (5) The location of an event must be entered using the language local to the country (Ex: Warszawa, not Warsaw). Please note: the location of an event can only be used as an additional search criterion.
- (6) By using the pulldown menu, you can limit the search to the holdings of one of the four KUBIKAT libraries.

Please note: from the Result List page you cannot use the Back button of the browser to return to the Search page.

## New acquisitions

Several kubikat libraries offer a monthly list of new acquisitions.

## Results List

### Sort

The Results list is sorted chronologically (default). You may also order it by title or author, clicking on the respective headings.

#	<input type="checkbox"/>	<input type="checkbox"/>	Author	Title	Year	Year
1	<input type="checkbox"/>	<input type="checkbox"/>	Ottinger, Didier	Dada est-il soluble dans le surréalisme? : Breton, Tzara: c l'histoire.	2008.	In: Les cahiers du Musée National d'Art Moderne, 102.2007
2	<input type="checkbox"/>	<input type="checkbox"/>	Drouot Richelieu <Paris>	Marcel Duchamp : éditions originales, livres illustrées, ... ;	2000.	

Within the Results List you can refine your search using “Jump to text” (any word) ore “Jump to #” (reference number):

<input type="button" value="Jump to text"/>	<input type="text"/>	<input type="button" value="Jump to #"/>	<input type="text"/>
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### (1) Save / Send

Once you have selected records in the Results list, you can save them on your computer or forward them by e-mail. Click on Save/Send and follow the instructions. The same options are possible with the full view of a single record.

**kubikat** FLORENZ Kunsthistorisches Institut  
MÜNCHEN Zentralinstitut für Kunstgeschichte  
PARIS Deutsches Forum für Kunstgeschichte  
ROM Bibliotheca Hertziana

Sign-in | End Session | My kubikat | Preferences | Contact | About us | Help

Search | Results List | Previous Searches | My e-Shelf | DE EN FR IT

Basic Search | Advanced Search | Browse | Exhibitions/ Auctions | New Acquisitions

1 Save/Mail | 2 Add to My e-shelf | 4 View selected | 5 Refine

### (2) Add to e-Shelf

To temporarily save selected records, click the “My e-shelf” link on the options bar. The records will remain in your e-shelf till the end of your session. To view your currently saved records, click “My e-Shelf” on the menu bar. Records saved in “My e-shelf” will not be deleted when your session is over if you are a registered user (go to “[Sign-in](#)”).



#### (4) Show selected

Shows the selected records not in a list but with full views, record by record.

#### (5) Refine

Refine allows you to broaden or narrow your search strategy by expanding your terminology or creating subsets of your search. The main search field must always be filled.

#### (7) Previous searches

The function “Previous searches” in the red menu bar allows you to retrieve and view search queries from your present session. You can also combine previous searches recorded in the list using the “cross” function.

#### (8) Result list

Retrieves your last Results list.

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### Full View of Record

By clicking on a title in the Results list you will obtain a full view of the record. Only one full record at a time may be viewed, but you can move forwards and backwards on the list using the arrow buttons.

Below the record you can select from the **formats** “Standard format”, “Catalog card,” or “MAB tags”. If compiling a bibliographical list, “Catalog card” format is recommended.

The exact location of a title (i.e., shelfmarks) and its availability are seen by clicking on “All items” (Holdings).

In the case of a journal article, the shelfmark is visible only in the full view of the record. To get information on the location and the availability of the journal volume you should click first on the journal volume (in “Link to source”) and then on “All items”. In the following results list you will see all copies held in all kubikat libraries. To select only the copies in your kubikat library, use the dropdown menu above and select a sublibrary. You can also specify a year and a volume.

The Burlington magazine / ed. Benedict Nicolson. - London : Burlington Magazine Publ., 1948. - 0007-6287

Select year       Select volume   
Select sublibrary

	Library	Location	Call No.	Barcode	Item status	Note
152,1.2010	BZI Kunstgeschichte	Open stacks	Per K 3/1(152,1)	744195-370	Bookbinder	
152,2.2010	BZI Kunstgeschichte	Open stacks	Per K 3/1(152,2)	744195-380	Bookbinder	
152,3.2010	BZI Kunstgeschichte	Open stacks	Per K 3/1(152,3)	744195-390	Bookbinder	

If individual articles in a book or a journal are cataloged, you can see them by clicking on the link:



In the case of a **multi-volume work**, you need to click on the single volumes to get the shelf marks and information on the availability of the copies in the kubikat libraries. Shelf marks that are seen in the full view of these records are often partial.

Full View of Record	
<b>Record 4 out of 4</b>	
<b>1. Person</b>	● <a href="#">Pecci, Giovanni Antonio</a>
<b>2. Person</b>	● <a href="#">De Gregorio, Mario</a>
<b>3. Person</b>	● <a href="#">Mazzini, Dorianò [Hrsg.]</a>
<b>Title</b>	● <a href="#">Lo stato di Siena antico, e moderno</a>
<b>Author statement</b>	Giovanni Antonio Pecci. Trascrizione e annotazioni a cura di Mario De Gregorio e Dorianò Mazzini. Con un'introd. di Duccio Balestracci
<b>Place of publ.</b>	<b>Siena</b>
<b>Publisher</b>	Accad. Senese degli Intronati
<b>1. Series title</b>	<b>Fonti di storia senese</b>
<b>Volume</b>	<a href="#">1 = Pt. 1/2. [A - C]. 2008</a>
<b>Volume</b>	<a href="#">2 = Pt. 3/4. [C - G]. 2010</a>

In the full view of a record you will sometimes also have a link to the table of contents scanned in PDF format. In the full view of a digital publication record, you will often have the direct link "External file".

To engage the document delivery service of the "Zentralinstitut für Kunstgeschichte," click on the button: **Dokumentlieferdienst**

## SFX

With the button **SFX** you can access further information and services in other catalogues, entries in databases, and the internet. The functionality of this button depends on your network environment. At the moment, the functionalities of the SFX-Button are fully available only within the Max-Planck- Institute networks.

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## Register / Sign-In / Self-check

To use the personalized functionalities of the kubikat ("My e-Shelf" and "Self-check" in the Bibliotheca Hertziana) you must first register (Go to "Sign-in" in the menu bar). If you already have an account, you can log in with the same button using your "ID" and your "Password," and also select the library in which you have the account.

## My kubikat

As a logged in user, here you can see your personal profiles and manage your display options (excluded functionality: "my e-Shelf").

Internal users of the Bibliotheca Hertziana may also view their own loans.



## End Session

After completing a search in the kubikat OPAC, especially when using a public work station, please make sure to end your sessions properly via “End Session” (only once you have responded to the warning message by clicking on the OK button is the session closed). Your temporary Results list and the sequence of previous searches will be deleted, but the lists of titles registered in your account are saved even after the session is closed.

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