

Searching the Rorschach library

To search the holdings of the Archives begin every search with *ror*. Lower-case letters will find matches of capitalized words also. [ex.: *ror empathy*]

Use for your search only “Keyword search”. Choose always “Keywords in all fields” of the pull-down menu, even if you are looking for an author’s name. Don’t use Advanced search; it will only create problems.

For the language of interface you can choose between English and German on the top menu (Preferences). For the language of records leave “all languages”, even if you want to find records only in English.

Type your items in the search box. You can type an author’s name or a keyword (a general topic for instance) preceded by *ror*. The items will be searched in all fields and will be automatically combined with the Boolean operator AND.

Examples:

ror movement will retrieve all references with “movement” in them.

ror lunazzi will retrieve all articles by Helena Lunazzi or with “Lunazzi” in them.

ror movement color will retrieve all references having color and movement in them.

You can use a ? to replace any string of characters. For instance, to capture both the English and American orthography for a word like "behavior", type *ror behav?*, and you will get "behavior", "behaviour", "behaving", behaviorist etc.

If you use the Boolean operator OR please notice that it is necessary to include the items to be combined with OR in **parenthesis** and to **type** the Boolean operator AND before the parenthesis.

Example:

Ror and (psychosom? or somat?) will retrieve all references having “psychosomatics” or “psychosomatique” or “somatic” or “somatica” or “somatique” and so on in them.

Your results will be displayed in a list. This list displays only the name of the author and the title of the work (or part of it), the year of publication and in the right-hand column the indication “BE-StUB-Rorschach-Archiv” (the last column is of no importance for you). You can obtain the entire reference of a title by clicking on the number in the left-hand column.

At this point you can **refine** your search: Click on refine of the displayed menu. A window is opening which enables you to

- expand your search by checking OR and typing a new word in the box, **preceded by *ror***.
- reduce your search by checking AND and typing a new word in the box (*ror* not necessary).
- further reduce it by checking NOT and typing a new word in the box (*ror* not necessary).

Click on the button “modify” to obtain a new result list.

Example:

In your first search, you have typed *ror movement*

Refine: you check OR and type *ror kinest?*

Refine again: you check NOT and type *inanimate*

You will retrieve all references with “movement” or “kinesthetic” or “kinesthésies” or “kinesthesia” but not “inanimate” in them.

At this point , you can either **print** or **mail/save** the results:

Printing the whole list: click on select all of the displayed menu and then on print.

Printing selected titles: click on the small box a the left side of the record to mark it and then on print of the displayed menu. To have a list with more details of the records it is recommended to first save your results and then print them; see next step.

Mailing or Saving: click on select all of the displayed menu or select some records by clicking on the small box at the left side of the record. Click on mail/save of the displayed menu. Choose the format “**Standard (OPAC)**” of the pull-down menu, then follow the advices on the screen.

To make a new search: Click on the search entry on the top menu and type a new keyword, but do not forget to type **ror** before your search word.

Selecting records while performing several searches:

You can select all results of your list (by clicking on select all) or select some titles (by clicking on the small box at the left side of the record) and then click on add to basket of the displayed menu. You can then continue with another search and select records. At the end of your session you click on basket of the displayed menu and then print or save or send your list as described above.

To order photocopies: Send your list with your postal address to ruth.stalder@img.unibe.ch.

Note : you will be billed according to the current standard fees of the University of Bern.