

Help for keyword assignment

DNB's keyword standards file

The DNB only allows the use of keywords from the standards file.

This standards file is available via the HBZ union catalog for searching for standardized keywords.

Searching in the HBZ union catalog

- 1 Open the [HBZ union catalog](#).
2. first select „index search“ from the search options at the top.
3. In the index search, select „Keyword“ from the drop-down menu on the left.
4. please enter the first term you want to use as keyword in the right field and click on „Submit“.

Hit list

The hit list shows all keywords in which your entered word appears as a keyword itself or in the definition of a keyword. The keywords are sorted alphabetically.

References and definition of a keyword can be viewed by clicking on the word **[Normeintrag]** behind the respective keyword. The standard entry consists of the keyword to be assigned (subject term, preferred term), the assigned keywords (subject term, differing term), from which the preferred keyword is referred to, and, if applicable, further related keywords or explanations of the field of application of the keyword.

This information can help you decide whether the selected keyword is relevant to your work.

You can restart the search by entering another keyword in the search line above the hit list.

Problems during the search

Please note the following hints if you have problems searching for keywords:

- If you do not find your keyword in the hit list, it may have been too specific. Please switch to a generic term.
- English keywords and abbreviations are only occasionally available in the standards file. Please use German synonyms instead and resolve abbreviations if possible.
- Prefer search terms in the singular without adjectives.

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