**VOYAGER OPAC SEARCHING GUIDE**
rev. July 17, 2007

URL:  http://cinema.library.ucla.edu

Be sure to set your browser to Unicode, if it has not set itself automatically:
View--Encoding--Unicode (UTF-8)

Searches are not case-sensitive.

In the instructions below, things you type into the search boxes on the computer
are in *italics*.  Things you select from tabs **[tab]**, radial button menus **[button]** or
pull-down menus **[pull-down]** are in **bold**.  **[default]** means you don't have to
select, because it is automatically supplied.

TYPES OF SEARCH

1. Title search:

> Warning:  does not search cross references; see title variants search below.
> Does pay attention to all punctuation (see below).
>
> **[tab] Recommended searches**, **[button] Title search** (AKA left-anchored
> title); left to right; drop articles; automatic truncation; *pays attention to all
> punctuation*:
>
> *rebel*
> *strada*
> *rebel with*
>
> Because we set up this search to pay attention to punctuation, it does not
> work too well for supplied titles, or for television or radio program searches
> that include part of the episode title.  For those kinds of searches, it is
> recommended that the keyword search (or the title keyword search on the
> complex searching screen) be used instead.
>
> **[tab] Recommended searches**, **[button] Title search**
>
> *ktla news*
> *[ktla news*

**[tab] Recommended searches, [button] Keyword search**:

*"ktla news"*

2. <u>Credits search</u>:

Warning:  does not search cross references.

Punctuation: you can either include punctuation or leave it out; if you do leave out an apostrophe, do not leave a space where the punctuation would be; if you do leave out a hyphen, do leave a space where the punctuation would be.

1. **[tab] Recommended searches, [button] Credits search** (AKA KCRD); a phrase search, not a true keyword search; search *first name last name*:

*marlene dietrich*
*terry thomas*
*terry-thomas*
*eugene oneill*
*eugene o'neill*

2. **[tab] Recommended searches, [button] Keyword search** (AKA GKEY); a true keyword search with implied AND:

*marlene dietrich sternberg*

3. **[tab] Complex...**, complex keyword search

*Jimmy Stewart*--**[button] as a phrase**--**[button] Credits**
[select] OR
*James Stewart*--**[button] as a phrase**--**[button]  Credits**

3. <u>Genre/form search</u>:

**[tab] Recommended searches, [button] Topic and genre/form search**; includes cross references; keyword in heading (order does not matter; display is of headings:

*gangster films*
*african american films*
*personal/independent films*

*personal independent films*

4. <u>Topic (subject) search</u>:

Search for names as subjects here.

Punctuation: you can either include punctuation or leave it out; if you do leave out an apostrophe, do not leave a space where the punctuation would be; if you do leave out a hyphen, do leave a space where the punctuation would be.

**[tab] Recommended searches, [button] Topic and genre/form search**; includes cross references; keyword in heading (order does not matter; display is of headings:

*abortion*
*ireland*
*sri lanka*
*ceylon*
*o'neill oona*
*oneill oona*
*man woman relationships*
*man-woman relationships*
*voltaire*
*blimps*
*Vietnam War*
*television sets*

5. <u>Keyword search</u>**:**

Warning:  does not search cross references.  Be sure to leave out hyphens or put hyphenated phrases in quotation marks or the search will fail; apostrophes can be included.  You can use a question mark in quotation marks to truncate a keyword search.

**[tab] Recommended searches, Keyword search**:

*ireland*
*sri lanka*
*ceylon*
*terry-thomas* [search will fail]
*"terry-thomas"* [search will succeed]
*terry thomas* [search will succeed]
*oona o'neill* [search will succeed]
*oona oneill* [search will succeed]
*"angels in amer?"*
*silent shorts stanford theatre*

**[tab] Complex...**, complex keyword search

*edward g robinson*--**[button] as a phrase**--**[button] Credits**
**[default selection]** AND
*gangster films*--[select] as a phrase--[select]  **Subject**

6. <u>Inventory number search</u>**:**

   **[tab] Recommended searches, [button] Inventory number search**; left to right; automatic truncation:

   M1331

7. <u>Release date search</u> (008 dates 1 and 2 and 260 $c):

   **[tab] Recommended searches, [button] Release date search**; automatic truncation:

   *1931*
   *193*

8. <u>Broadcast date search</u> (YYYYMMDD)

   **[tab] Recommended searches, [button] Broadcast date search**; automatic truncation:

   *19631122*
   *196311*
   *19321224*  [also useful for newsreel release dates]

9. <u>Collection name (SPAC) search</u>**:**

    NOTE: Codes and collections with codes are listed at:
    http://www.library.ucla.edu/units/lis/o2doc/spac_by_libr.html

    **[tab] Recommended searches**, **[button] Collection name (SPAC) search**;
    left to right; automatic truncation:

    *DGA*
    *stanford theatre*

10. <u>Title variants:</u>

    Punctuation: you can either include punctuation or leave it out; if you do
    leave out an apostrophe, do not leave a space where the punctuation would
    be; if you do leave out a hyphen, do leave a space where the punctuation
    would be.

    Example 1: **[tab] Recommended searches**, **[button] Title search** (AKA left-
    anchored title); left to right; drop articles; automatic truncation:

    *girl from brooklyn*
    *man-proof*
    *man proof*
    *young and innocent*
    *ransom*

    **[tab] Recommended searches**, **[button] Title variants**; left to right; no
    articles; automatic truncation:

    *girl from brooklyn*

    Click on **[button] more info** then select hotlink

    Example 2: **[tab] Recommended searches**, **[button] Title search** (AKA left-
    anchored title); left to right; drop articles; automatic truncation:

    *storm in summer*

**[tab] Recommended searches**, **[button] Title variants**; left to right; no articles; automatic truncation:

*storm in summer*

Click on **[button] more info** then select hotlink

11. <u>Credit variants</u>:

NOTE: Does not search for names as subjects; for that type of search, use the <u>Topic (Subject) search</u>.

Punctuation: you can either include punctuation or leave it out; if you do leave out an apostrophe, do not leave a space where the punctuation would be; if you do leave out a hyphen, do leave a space where the punctuation would be.

**[tab] Recommended searches**, **[button] Credit variants**; keyword in heading (order does not matter; display is of headings:

*richard stanley*
*charles chaplin*
*oona o'neill*
*oona oneill*
*terry-thomas*
*terry thomas*
*rita cansino*
*william boyd*
*FBI*
*Fox*

Click on **[button] more info** then redo search on Complex screen, OR'ing together the name variants:

Example 1: **[tab] Complex...**, complex keyword search

*Jimmy Stewart*--**[button] as a phrase**--**[button] Credits**
[select] OR
*James Stewart*--**[button] as a phrase**--**[button] Credits**

Example 2: **[tab] Complex...**, complex keyword search

*Dennis Morgan*--**[button] as a phrase**--**[button] Credits**
[select] OR
*Stanley Morner*--**[button] as a phrase**--**[button] Credits**
[select] OR
*Richard Stanley*--**[button] as a phrase**--**[button] Credits**

Example 3: **[tab] Complex...**, complex keyword search

*Charles Chaplin*--**[button] as a phrase**--**[button] Credits**
[select] OR
*Charlie Chaplin*--**[button] as a phrase**--**[button] Credits**

12. Pre-existing works search:

Punctuation: you can either include punctuation or leave it out; if you do
leave out an apostrophe, do not leave a space where the punctuation would
be; if you do leave out a hyphen, do leave a space where the punctuation
would be.

**[tab] Recommended searches**, **[button] Pre-existing works search**;
keyword in heading (order does not matter; display is of headings:

*hamlet*
*maugham*
*graham greene*

13. Holdings search:

**[tab] Recommended searches**, **[button] Holdings search**; a command
keyword search; use command *hkey* to search any keyword in a holdings
record; use command *gkey* to search any keyword in a bibliographic record;
enclose phrases in quotation marks; use boolean search operators;
precedence of boolean operators is NOT, AND, OR:

*hkey "nitrate print"*
*(hkey dvd or hkey dvds) and hkey tv*
*hkey "nitrate print" and gkey warner*

14. Quick limiting:

**[tab] Recommended searches**, **Title search:**

*apocalypse now*

Under **[pull-down] Quick limit**, select **Study Collection**

15. Other limiting:

NOTE: Language and country limits use only 008 codes, not codes in 041 or 044 fields.  Also, Because of a glitch in Voyager, currently you must set your limits *before* you do your search (i.e., fill out second screen first, then go back to first screen and fill it out).

Example 1: Click on **[button] set other search limits**; note, these search limits will stay in effect for your whole session unless you click on **[button] clear limits**

Under **[pull-down] language** select **French** and under **[pull-down] Place of publication**, select **France**

**[tab] Recommended searches**, **[button] Keyword search:**

*france history revolution*

Example 2: Click on **[button] set other search limits**; note, these search limits will stay in effect for your whole session unless you click on **[button] clear limits**

Type in a date limit, e.g. **[button] range** *1920   1921*

**[tab] Recommended searches**, **[button] Keyword search:**

*silent shorts*

Example 3: Click on **[button] set other search limits**; note, these search limits will stay in effect for your whole session unless you click on **[button] clear limits**

Type in a date limit, e.g. **[button] range** *1963   1969*

**[tab] Recommended searches**, **Collection name (SPAC) search:**

*MP*

## DOWNLOADING RECORDS

1. Do a search that displays all of the records that you want to download.  For example, if you want to download the records for all of our Carole Lombard films, do a **credits search** for Carole Lombard.

2. Put check marks in the boxes next to all of the records you want on the first screen of this initial display.

3. Click on "format for print/save" at the bottom of the screen.

4. The resulting screen can be saved to your computer using the Microsoft Windows taskbar to file, saveas, then naming the document and telling your computer where to file it.

5. If your initial display has multiple screens, carry out steps 2-4 for each screen in the display.

GENERAL SEARCH TIPS

1. Hyphenated words [-] and initialisms and acronyms:

Put hyphenated words and acronyms with periods or spaces in quotes (or define
**[button] as a phrase**) in keyword searches.

    **[tab] Recommended searches, [button] Keyword search**

    *"man-made"*

    *mgm* [retrieves 1003 hits]
    *"m-g-m"* [retrieves 341 hits]

**[tab] Complex...**, complex keyword search

*MGM*--**[button] all of these words [default]--[button] Keyword anywhere [default]**
[select] OR
*M-G-M*--**[button] as a phrase--[button] Keyword anywhere [default]**
[retrieves 1304 hits]

**[tab] Recommended searches, [button] Keyword search**

*"c.o.d."* [5 hits]
*cod* [12 hits]

*cod*--**[button] all of these words [default]--[button] Keyword anywhere [default]**
[select] OR
*c o d*--**[button] as a phrase--[button] Keyword anywhere [default]**
[retrieves 17 hits]

2. <u>Words with apostrophes [']:</u>

Voyager searches both with and without the apostrophe.

**[tab] Recommended searches, [button] Keyword search**

*badman's*
*badmans*

3. <u>Diacritical marks:</u>

Search for names and words with diacritical marks as if the diacritical mark were not there.

**[tab] Recommended searches, [button] Credits variants**

*vallee rudy*

4. Numbers:

Voyager indexes numbers as they appear in the record.  Thus '5' is indexed as '5' and 'five' is indexed as 'five.'  If you want to find everything, you will need to do an OR search.  Be sure to use the '1' (numeral 1) key for the number one, not the 'l' (letter l) key.  Be sure to use the '0' (numeral 0) key for the number zero, not the 'O' (letter O) key.

> *5*--**[button] all of these words [default]--[button] Keyword anywhere [default]**
> [select] OR
> *five*--**[button] all of these words [default]--[button] Keyword anywhere [default]**
> [retrieves 1200 hits? but keyword recommended search retrieves 6631 on 5?  There may be a bug with an OR search using a numeral...]

In the **Title search** on the **Recommended searches** tab, a comma is interpreted as a space.  Thus, the title '$1,000 a minute" sorts as '1 000 dollars a minute,' and files with titles beginning with '1,' not with titles beginning with '1000.'  If you do a **Title search** on '1000,' you will be placed in the title index far below where the '1,000s' are displaying.  Note that the following three searches have completely different results in the **Title search**:

> **[tab] Recommended searches**, **[button] Title search**
>
> *1000*
>
> **[tab] Recommended searches**, **[button] Title search**
>
> *1,000*
>
> **[tab] Recommended searches**, **[button] Title search**
>
> *$1,000*

5. Dollar sign [$]:

In the **Title search** on the **Recommended searches** tab, a dollar sign [$] is significant.  The following two searches have complete different results in the **Title search**:

> **[tab] Recommended searches**, **[button] Title search**
>
> *1,000*
>
> **[tab] Recommended searches**, **[button] Title search**
>
> *$1,000*

In the **Keyword search** on the **Recommended searches** tab, use of a dollar sign [$] in your search will cause the search to fail.

On the **Complex...** search tab, use of a dollar sign will be ignored (but the search will succeed).

6. Comma [,]:

In the **Title search** on the **Recommended searches** tab, a comma [,] is significant. The following two searches have complete different results in the **Title search**:

> **[tab] Recommended searches**, **[button] Title search**
>
> *1000*
>
> **[tab] Recommended searches**, **[button] Title search**
>
> *1,000*

On the **Complex...** search tab, a comma inside of a number string will be dropped for matching, and the results will include the number both with and without the comma.  Thus, the following search will retrieve $1000, $1,000, 1000 and 1,000:

> 1000--**[button] all of these words [default]**--**[button] Keyword anywhere [default]**

The following search will fail:

**1 000--[button] as a phrase--[button] Keyword anywhere [default]**

7. Decimal [number . number]:

In keyword searches, the decimal point will be changed into a space; you may either input it in the search or input a space instead. In left-anchored searches, it can be input into the search.

8. Square brackets []:

Left-anchored title searches may treat a bracket in front of a title as significant.

The following searches fail to retrieve titles beginning with brackets:

**[tab] Recommended searches**, **[button] Title search**

*$1.98*
*101 dalmatians*
*a is for architecture*

The following searches do retrieve titles beginning with brackets:

**[tab] Recommended searches**, **[button] Title search**

*[$1.98*
*[101 dalmatians*
*[a is for architecture*

9. Boolean operators:

Precedence of boolean operators is NOT, AND, OR.

SEARCH TIPS FOR PARTICULAR TYPES OF FILM AND TELEVISION PROGRAMS

1. <u>African American films and programs:</u>

   **[tab] Recommended searches, [button] Topic and genre/form search**

   *black films and programs*

   [name of prominent figure about whom films and programs have been made; name of person, last name then first name:]
   *x malcolm*
   *king martin luther*

   **[tab] Recommended searches, [button] Credits search**

   [name of African American filmmaker or performer:]
   *oscar micheaux*
   *duke ellington*
   *dorothy dandridge*

   **[tab] Recommended searches, [button] Title search**

   [title of an African American film:]
   *stormy weather*

2. <u>Animation:</u>

   **[tab] Recommended searches, [button] Topic and genre/form search**

   *animation*
   *cartoons*
   *puppet animation*

   [name of cartoon character:]

   *bugs bunny*
   *woody woodpecker*

   [name of prominent figure caricatured; look for the person's name followed by the phrase "caricatures and cartoons":]

   *bette davis*

[topic caricatured; look for the topic followed by the phrase "caricatures and cartoons":]

*motion picture industry*

**[tab] Recommended searches, [button] Credits search**

[name of animator:]
*chuck jones*
*george pal*

**[tab] Recommended searches, [button] Title search**

[title of cartoon series:]
*merry melodies*

[title of specific cartoon:]
*bimbo's initiation*

3. <u>Avant-garde films:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*personal independent films and programs*

**[tab] Recommended searches, [button] Title search**

[title of an avant-garde film:]

*a propos de nice*

4. <u>Award winning films and programs:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*academy award films*
*emmy award films*

5. <u>Characters</u>:

**[tab] Recommended searches, [button] Topic and genre/form search**

[name of character:]
*sherlock holmes*
*bugs bunny*

6. <u>Commercials</u>:

**[tab] Recommended searches, [button] Topic and genre/form search**

*commercials*
*japanese commercials*

[topical heading for product type:]
*cigarettes*
*beer*

**[tab] Recommended searches, [button] Title search**

*commercials*

**[tab] Recommended searches, [button] Keyword search**

[company or brand name:]
*Alka Seltzer commercials*
*Pepsodent commercials*

7. <u>Dance</u>:

**[tab] Recommended searches, [button] Credits search**

[name of choreographer or dance performer:]
*fred astaire*

**[tab] Recommended searches, [button] Topic and genre/form search**

*dance*
*hula*
*jitterbug*
*ballets*

8. <u>Documentaries:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*documentaries*
*biographies*
*nature films and video*
*travelogues*

[topic of documentary, including works about a person; name of person, last name then first name:]
*nuclear warfare*
*malcolm x*
*ktla*
*ireland*
*sri lanka*
*ceylon*

**[tab] Recommended searches, [button] Credits search**

[filmmaker:]
*robert flaherty*
*christine choy*

**[tab] Recommended searches, [button] Title search**

[title of a documentary:]
*nanook*
*black panther*

9. <u>Ethnic groups:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

[name of ethnic group:]
*mexican americans*
*apache indians*
*irish americans*

[for works about a prominent person; name of person, last name then first name:]]
*ritchie valens*

**[tab] Recommended searches, [button] Credits search**

[name of filmmaker, performer or prominent figure:]
*james wong howe*
*chief thundercloud*

**[tab] Recommended searches, [button] Title search**

[title of a film:]
*forbidden city*

10. Filmmakers and performers:

**[tab] Recommended searches, [button] Credits search**
[name of particular filmmaker or performer:]
*charlie chaplin*
*marilyn monroe*
*miklos rozsa*
*dorothy arzner*
*jack benny*
*frank borzage*
*jean renoir*

**[tab] Recommended searches, [button] Topic and genre/form search**

[for works about the person; name of person, last name then first name:]
*charlie chaplin*
*jean renoir*

11. Foreign films and programs:

**[tab] Recommended searches, [button] Topic and genre/form search**

*mexican films*
*british television programs*
*chinese films*
*vietnamese films*
*japanese commercials*
*spanish language films* [this type of heading has been applied only to films
      made in the United States in a language other than English or when
      the country of origin cannot be determined]

12. Genre films and programs:

**[tab] Recommended searches, [button] Topic and genre/form search**

*film noir*
*westerns*
*gangster films and programs*

**[tab] Recommended searches, [button] Keyword search**

[genres limited to TV or to motion pictures]

*westerns tv*
*westerns mp*

13. Holiday programming:

**[tab] Recommended searches, [button] Topic and genre/form search**

*christmas programming*
*new year programming*

14. Music:

**[tab] Recommended searches, [button] Topic and genre/form search**

*music*
*music shorts*
*music videos*
*musicals*
*musical variety*
*jazz*
*operas*
*country music*
*popular music*
*soundies*

[for works about a performer, composer or songwriter; name of person, last name then first name:]
*berlin irving*
*ellington duke*

**[tab] Recommended searches, [button] Credits search**

[name of performer, composer or songwriter:]
*irving berlin*
*louis armstrong*
*duke ellington*
*rolling stones*
*beatles*
*coasters*

**[tab] Recommended searches, [button] Title search**

*music videos*

[title of series of musical shorts:]
*screen songs*

15. <u>News:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*news*
*riots*
*vietnamese conflict*
*ireland*
*sri lanka*
*ceylon*

**[tab] Recommended searches, [button] Keyword search**

[keywords for persons, places and events that could occur in news story titles or descriptions:]
*"baldwin hills" and news*
*clinton news*
*riots news*

[station name:]
*ktla*

**[tab] Recommended searches, [button] Keyword search**

[topics limited to news]

*child abuse news*

16. <u>Newsreels:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*newsreels*
*automobile racing*
*hollywood*
*empire state building*
*los angeles herald*
*hindenburg*
*charles lindbergh*
*ireland*
*sri lanka*
*ceylon*

**[tab] Recommended searches, [button] Keyword search**

[keywords for persons, places and events that could occur in newsreel story titles:]
*charles lindbergh newsreels*
*hindenburg newsreels*
*korea newsreels*

[Hearst numbers:]
*hcoc1206r1*

17. <u>Paper prints:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*paper prints*

**[tab] Recommended searches, [button] Keyword search**

[keywords for persons, places and events that could occur in paper print titles or summaries:]

"paper prints" "ellis island"

18. Preserved titles:

    **[tab] Recommended searches, [button] Topic and genre/form search**

    *ucla preservation*

    **[tab] Recommended searches, [button] Keyword search**

    [television or motion picture preservation only:]
    *ucla preservation mp*
    *ucla preservation tv*

19. Radio:

    **[tab] Recommended searches, [button] Title search**

    [title of a radio program:]
    *burns and allen*
    *jack benny program*

20. Serials:

    **[tab] Recommended searches, [button] Topic and genre/form search**

    *serials*

21. Shorts:

    **[tab] Recommended searches, [button] Topic and genre/form search**

    *shorts*

    **[tab] Recommended searches, [button] Credits search**

    [name of a performer or performing group:]
    *Robert Benchley*

*Our Gang*

22. <u>Student films and video:</u>

**[tab] Recommended searches, [button] Topic and genre/form search**

*student films and video*

23. <u>Studios, networks, production companies and distribution companies:</u>

**[tab] Recommended searches, [button] Keyword search**

[for works produced, distributed or broadcast by the studio, network, etc.:]

*"metro goldwyn mayer"*
*"fox film corporation"*
*cbs*
*dumont*

**[tab] Recommended searches, [button] Topic and genre/form search**

[for works about the studio, network, etc.; left to right match on the name]
*ktla*
*metro goldwyn mayer*

24. <u>Television:</u>

**[tab] Recommended searches, [button] Title search**

[title of a program:]
*i love lucy*
*mary tyler moore show*
*roots*

**[tab] Recommended searches, [button] Broadcast date search**

[direct search on broadcast date:]
*19811102*
*1981*

**[tab] Recommended searches, [button] Keyword search**

[genres or topics limited to TV--no motion pictures]

*westerns tv*
*child abuse tv*