VOYAGER OPAC SEARCHING GUIDE

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 \textit{italics}. Things you select from tabs \texttt{[tab]}, radial button menus \texttt{[button]} or pull-down menus \texttt{[pull-down]} are in \textbf{bold}. \texttt{[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).

   \texttt{[tab] Recommended searches, [button] Title search} (AKA left-anchored title); left to right; drop articles; automatic truncation; \textit{pays attention to all punctuation}:

   \begin{itemize}
     \item rebel
     \item strada
     \item rebel with
   \end{itemize}

   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.

   \texttt{[tab] Recommended searches, [button] Title search}

   \begin{itemize}
     \item ktla news
   \end{itemize}
[tab] Recommended searches, [button] Keyword search:

"ktla news"

2. Credits search:

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. Genre/form search:

[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. Topic (subject) search:

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. Keyword search:

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. Inventory number search:

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

M1331

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

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

1931
193

8. Broadcast date search (YYYYMMDD)

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

19631122
196311
19321224 [also useful for newsreel release dates]
9. Collection name (SPAC) search:

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. Title variants:

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
11. Credit variants:

NOTE: Does not search for names as subjects; for that type of search, use the Topic (Subject) 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] Credit variants; keyword in heading (order does not matter; display is of headings:

richard stanley
charles chaplin
onna o’neill
onna 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 to*
*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. Words with apostrophes ['];:

Voyager searches both with and without the apostrophe.

[tab] Recommended searches, [button] Keyword search

badman's
badmans

3. Diacritical marks:

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. African American films and programs:

[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. Animation:

[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. **Avant-garde films:**

   **[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. **Award winning films and programs:**

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

   *academy award films*  
   *emmy award films*
5. Characters:

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

[name of character:]
sherlock holmes
bugs bunny

6. Commercials:

[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. Dance:

[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. **Documentaries:**

    [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. **Ethnic groups:**

    [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
10. Filmmakers and performers:

[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

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. News:

[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
16. Newsreels:

[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. Paper prints:

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

paper prints
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

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

"paper prints" "ellis island"
22. Student films and video:

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

*student films and video*

23. Studios, networks, production companies and distribution companies:

[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. Television:

[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