

## Searching the Archive's Online Catalog: Quick Start Guide

Archive holdings may be searched through UCLA Library's web-based catalog at <http://cinema.library.ucla.edu/>.

**Step 1:** Enter your search terms here (i.e. title, name, keyword, broadcast date)

**Step 2:** Choose the appropriate “search type” for the search terms you have entered in Step 1. Be sure to follow the instructions next to each button.

**Important note:** If you do not receive desired results when conducting a “Title search,” select the “Title variants search” button and resubmit your search for possible additional results. For example, a “Title search” of the title “Storm In Summer” will not yield results for holdings cataloged as “Hallmark Hall of Fame. Storm in Summer.”

The screenshot shows the UCLA Library Catalog interface for the Film and Television Archive. The top navigation bar includes links for UCLA Library Collections, New Search, Back to List, Back to Titles, Search History, Help, and Exit/Logout. The main search area has fields for 'Search for:' and 'Search Type'. A dropdown menu for 'Quick Limit' is open, showing options like 'None', 'Study collection holdings', 'Research collection holdings', and 'Nitrate print holdings'. Below these are sections for 'Recommended Searches' and 'Advanced search capability'. The 'Advanced search capability' section contains a detailed list of search types with descriptions and radio buttons for selection. Arrows from the surrounding callout boxes point to specific elements on the form, such as the 'Search for:' field, the 'Search Type' dropdown, and the 'Quick Limit' options.

**Step 3:** If desired, select a **Quick Limit** on your search. You may limit your search to:

Study collection holdings:  
Your search will be limited to holdings that are usually available for viewing on campus the next working day after requested. These are titles held on campus in VHS, DVD, and Laser Disc formats.

Research collection holdings:  
Your search will be limited to master holdings that will require transfer to VHS/DVD for viewing. Note that these holdings are stored off-site. Physical formats include; 35mm safety and nitrate prints; 16mm prints; 1", 3/4", and 1/2" videotape tape

Nitrate print holdings:  
Your search will be limited to 35mm nitrate prints; including some archival prints that are unavailable for viewing. Please contact ARSC for more information.

**IMPORTANT:** Viewing requests for Research Collection and nitrate print materials must be submitted to [arsc@ucla.edu](mailto:arsc@ucla.edu) a minimum of several weeks before a proposed visit (greater advance lead time recommended). Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.

Note: If a Quick Limit is not selected, search results will include holdings from all of the categories listed above, and Archival Copy items that are not available for viewing at this time.

**Step 4:** Select the Search button

**Additional Search Limits:** Select this link for additional search limits, including date limits (see [page 2](#) of this document for instructions).

**Search strategy tip:** Begin your search of the collection without any limits to gauge the full range of available materials.

**Need further assistance?**  
Please contact the Archive Research and Study Center (ARSC) by e-mail [arsc@ucla.edu](mailto:arsc@ucla.edu) or by phone 310-206-5388.

# Searching the Archive's Online Catalog: Search Limit Screen Instructions

## Set Date Limits:

- To limit your search to holdings from a specific year (broadcast date or film release date), enter the year in the date field and select the “= equals” button. Then, select the “Set Limits” button.
- To limit your search to holdings to the period following a specific date, select the “> later than” button. Then, select the “Set Limits” button.
- To limit your search to holdings from the period before a specific date, select the “< earlier than” button. Then, select the “Set Limits” button.
- To limit your search to holdings from a specific date range, select the “Range button”; enter the start date in the date field on the left; enter the end date in the date filed on the right. Then, select the “Set Limits” button.

**Database Name:** Film and Television Archive

- Select ways of limiting your searches below, then click the Set Limits button.
- Choose multiple limits within a single menu box by holding the [Ctrl] or [Apple] key while selecting.
- Search limits will remain in effect until you specifically clear them or until you exit the Catalog.

**Set advanced Location limits:**  
These limits allow Archive staff and other advanced users the option of limiting searches to very specific holdings by storage location and according to access availability designation. The “Quick Limit” search options available on the main catalog screen will suffice for most patrons. Note that several limit options here are for archival and preservation holdings that cannot be made available for research viewing at this time.

**Set Language limits:**  
This function will allow you to limit your search to titles produced or dubbed in a specific language. This limit applies only to the language of the soundtrack and does not limit to the language of subtitles.

**Set Place of Publication limit:** This function will allow you to limit your search to titles produced in a specific country.

**Search Strategy tip:** Begin your search of the collection without any limits to gauge the full range of available materials.

**Need further assistance?**  
Please contact the Archive Research and Study Center (ARSC) by e-mail [arsc@ucla.edu](mailto:arsc@ucla.edu) or by phone 310-206-5388.

# Searching the Archive's Online Catalog:

Complex Boolean keyword and cross-index searching with index specification

This screen will allow you to conduct a very specific search of keywords located anywhere in a record, or only in specific fields. This type of search is useful for tailoring a specific search to meet your needs and/or limiting your search where a broad search may return too many items irrelevant to your interest/research topic.

The first example shown below is for a search of holdings relevant to the subject “John F. Kennedy” and the keyword “assassination,” with records containing the keyword “newsreels” to be excluded from search results. Such a search would be useful for locating any non-newsreel-related records relevant to the subject “John F. Kennedy” and the keyword “assassination.”

**UCLA LIBRARY | Catalog      Film and Television Archive      Contact the Archive Research and Study Center**

UCLA Library Collections    New Search    Back to List    Back to Titles    Search History    Help    Exit/Logout

**Database Name:** Film and Television Archive  
**Recommended Searches**    Complex boolean keyword and cross index searching with index specification

Search: John f kennedy    all of these words    In: Subject

AND    OR    NOT

Search: assassination    all of these words    In: Keyword Anywhere

AND    OR    NOT

Search: newsreels    all of these words    In: Keyword Anywhere

50 records per page        

**Builder Search**

UCLA Library Collections    New Search    Back to List    Back to Titles    SearchHistory    Help    Exit/Logout

This example shown below is for a search of holdings relevant to the subject “Steven Spielberg” and the keyword “Jaws”, with records containing the keywords “motion picture” to be excluded from search results. Such a search would be useful if you were interested in viewing records relevant to Steven Spielberg and the film “Jaws”, but were not interested in viewing a record for the motion picture “Jaws.”

**UCLA LIBRARY | Catalog      Film and Television Archive      Contact the Archive Research and Study Center**

UCLA Library Collections    New Search    Back to List    Back to Titles    Search History    Help    Exit/Logout

**Database Name:** Film and Television Archive  
**Recommended Searches**    Complex boolean keyword and cross index searching with index specification

Search: Steven Spielberg    all of these words    In: Subject

AND    OR    NOT

Search: Jaws    all of these words    In: Keyword Anywhere

AND    OR    NOT

Search: motion picture    all of these words    In: Keyword Anywhere

50 records per page        

**Builder Search**

UCLA Library Collections    New Search    Back to List    Back to Titles    SearchHistory    Help    Exit/Logout

This example shown below is for a search of holdings relevant to the keywords “Spike Lee” and the keyword “television.” Such a search would be useful if you were interested in viewing records relevant to any television programs in which the word “spike” and “lee” both appear.

**UCLA LIBRARY | Catalog      Film and Television Archive      Contact the Archive Research and Study Center**

UCLA Library Collections    New Search    Back to List    Back to Titles    Search History    Help    Exit/Logout

**Database Name:** Film and Television Archive  
**Recommended Searches**    Complex boolean keyword and cross index searching with index specification

Search: spike lee    all of these words    In: Keyword Anywhere

AND    OR    NOT

Search: television    all of these words    In: Keyword Anywhere

AND    OR    NOT

Search:    all of these words    In: Keyword Anywhere

50 records per page        

**Builder Search**

UCLA Library Collections    New Search    Back to List    Back to Titles    SearchHistory    Help    Exit/Logout

# Searching the Archive's Online Catalog: Reading Archive Catalog Records

The following example is a portion of an Archive catalog record for the Charles Burnett film "Several Friends"

<input type="button" value="Full View"/> <input type="button" value="Abridged View"/> <input type="button" value="MARC View"/>	
<p>...: Several friends / director, Charles Burnett. 1969.</p> <p><b>Version:</b> Short 21-23 min. version? (Playing time on release was 45 min., according to: Internet movie database, May 12, 2004.) ...: PRESERVATION HISTORY: Preserved at the UCLA Film and Television Archive. Input Sept. 30, 2002, al; rev. Feb. 9, 2004, al; rev. May 12, 2004, my.</p> <p><b>Genre(s)/form(s):</b> <a href="#">Shorts</a>, <a href="#">Personal/independent films and video</a>, <a href="#">Black films and programs</a>, <a href="#">UCLA preservation</a>.</p> <p><b>Credits heading(s):</b> <a href="#">Burnett, Charles. direction</a></p> <p><b>BBID (expression):</b> 154059 <b>Database:</b> Film and Television Archive</p> <p><b>Location:</b> NON-CIRCULATING RESEARCH AND STUDY CENTER COPY <b>Inventory Number:</b> VA19405 M</p> <p><b>Collection:</b> MP Motion Picture Collection <b>Format:</b> 1 videotape of 1 (VHS) (21 min., 25 sec.) : sd., b&amp;w ; 1/2 in.</p> <p><b>Reproduction:</b> Los Angeles, Calif. : UCLA Film and Television Archive, 2002-07-26. Reproduced at Commercial Services from 1/2 in. (Betacam SP) videocassette (M84925). Reproduction for reference purposes.</p> <p><b>Notes:</b> Study copy. Available for onsite viewing only. Input Feb. 27, 2004, al.</p> <p><b>HLDID (manifestation):</b> 277686</p> <p><b>Location:</b> Non-circulating Preservation Vault archival copy <b>Inventory Number:</b> M90713 <b>Collection:</b> MP Motion Picture Collection <b>Format:</b> 1 reel of 1 (ca. 1000 ft.) : opt sd. ; 35-32 mm. polyester prsv track neg.</p> <p><b>Reproduction:</b> Los Angeles, Calif. : UCLA Film and Television Archive, 2002-02-06. Reproduced at NT Audio from 8 mm. sound cassette (M90711). Reproduction for preservation purposes permitted by Charles Burnett.</p> <p><b>Notes:</b> Archival copy. Not available for viewing. Contact the Research and Study Center for further information. Reserved for preservation. <b>LOCATION:</b> PRES. VAULT.</p>	<p>A <u>Study Copy</u> holding is usually available for next day campus viewing.</p> <p>Please note the item's Inventory Number. This number should be submitted with your viewing request.</p> <p>Holdings designated as an <u>Archival Copy</u> are not available for viewing. These holdings may be negatives, preprints, or preservation masters.</p>

The example below is from a portion of an Archive catalog record for an episode of "Ralph Story's Los Angeles."

<p>...: Ralph Story's Los Angeles. [1968-07-21]. [1968-07-21] ...: Show no. 202C. Record date: July 5, 1968.</p> <p><b>Genre(s)/form(s):</b> <a href="#">Documentaries and factual films and video</a>.</p> <p><b>Credits heading(s):</b> <a href="#">Ralph Story's Los Angeles. No. 202C</a>, <a href="#">Story, Ralph</a>.</p> <p><b>BBID (expression):</b> 107954 <b>Database:</b> Film and Television Archive</p> <p><b>Location:</b> Non-circulating SRLF archival copy <b>Inventory Number:</b> T6688 <b>Collection:</b> TV Television Collection <b>Format:</b> 1 videoreel of 1 : sd., col. ; 2 in. <b>Notes:</b> Preservation copy. <b>NOTES:</b> "HVT1.66."</p> <p><b>HLDID (manifestation):</b> 187614</p> <p><b>Location:</b> Non-circulating SRLF research copy <b>Inventory Number:</b> T28114 <b>Collection:</b> TV Television Collection <b>Format:</b> 1 videoreel of 1 : sd., col. ; 3/4 in. <b>Notes:</b> Conservation copy. <b>NOTES:</b> "3/4 VT6784."</p> <p><b>HLDID (manifestation):</b> 187613</p>	<p>When requesting TV programs, please be sure to forward both series and episode title with your request. If there is no episode title, please note the program's airdate as listed in the title.</p> <p><b>Viewing requests for "Research Copy" and nitrate print materials must be submitted to <a href="mailto:arsc@ucla.edu">arsc@ucla.edu</a> a minimum of several weeks before a proposed visit (greater advance lead time recommended). Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.</b></p>
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## **Archive Research and Study Center (ARSC)**

### Frequently Asked Questions

Patrons must contact the ARSC office at 310-206-5388 or [arsc@ucla.edu](mailto:arsc@ucla.edu) to coordinate their research requests in advance of any visit to the Archive. Note that many titles listed in the Archive's catalog may require significant lead time to prepare for research viewing.

#### **Which items are available to be viewed for research purposes?**

The following access designations are found in the location field of Archive holdings records in the Archive main catalog:

STUDY COPIES: usually available to be viewed with one working day's notice –contact [arsc@ucla.edu](mailto:arsc@ucla.edu).

RESEARCH COPIES: several weeks minimum advanced lead time required –contact [arsc@ucla.edu](mailto:arsc@ucla.edu).

ARCHIVAL COPIES: unavailable to be viewed at this time–contact [arsc@ucla.edu](mailto:arsc@ucla.edu).

#### **How do I request items to view for research?**

Please contact the Archive Research & Study Center at [arsc@ucla.edu](mailto:arsc@ucla.edu). In your e-mail, please include:

- Your mailing address and phone number
- Your institution/and or company (if applicable)
- Your job title and/or student status (faculty, undergraduate, and department etc.)
- A two-to-three line description of your research project (please include specifics).
- Also include your request list as compiled from our online catalog (be sure to include titles and item inventory numbers) and your proposed visit date(s).

Once staff has reviewed your requests you will be contacted and advised of item availability and viewing appointment dates.

#### **May I view a 16mm print or a 3/4" video?**

16mm prints and 1/2" or 3/4" tapes designated as Research Copies will require up to 14 working days or longer to prepare for viewing. Requests to view such materials must be submitted to the ARSC office a minimum of several weeks before your proposed visit date. In advance of your visit, the materials will be transferred to VHS or DVD for viewing on standard televisions in UCLA's campus media lab.

Please also note:

- Title request lists should be forwarded to ARSC in prioritized order (with item inventory numbers) and must be limited to titles that are essential to your research project.
- Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow. Some holdings may be unavailable due to condition, lack of adequate lead time, etc.
- Viewing requests for more than four hours of Research Copy material may require significant additional processing time in advance of your visit.

## **May I view a 35mm print?**

Access to 35mm prints is limited to titles that are not available on home video and for which the Archive holds no other viewable elements. Requests to view such materials must be submitted to the ARSC office a minimum of several weeks to a month before your proposed visit date. To protect these original elements all requests to view 35mm materials are subject to approval.

Please note:

- Request lists for titles held on 35mm should be forwarded to ARSC in prioritized order and must be limited to titles essential to your research project.
- Please note that transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.
- Approved titles held on 35mm will be transferred to access copies (VHS or DVD) for viewing on standard televisions in UCLA's campus media lab.

Patrons must contact the ARSC office at 310-206-5388 or [arsc@ucla.edu](mailto:arsc@ucla.edu) to coordinate their research requests in advance of any visit to the Archive. Note that many titles listed in the Archive's catalog may require significant lead time to prepare for research viewing.