

DETAILED USER GUIDE FOR THE ONLINE CATALOGUE OF THE LIBRARY OF THE NATIONAL THEATRE SCHOOL OF CANADA

A. 1. “Welcome Screen” of our Online Catalogue

1. On the right side of the welcome screen, you’ll find a vertical menu. Please select “**English version**” or “**Version française**” to access the language interface of your choice.
2. Select the virtual button “**Catalog search**” on the upper main menu of the screen to access the search screen.

Note: The “**Z39.50 Search**” button leads you to several online databases for universities and institutions in Canada and the United States. **This service is still under construction and only partly accessible.**

All other buttons of this welcome screen have not yet been activated.

A. 2. The Search Screen and How to do a Search

The search screen displays several empty spaces to be filled in as well as some virtual buttons you need to select to successfully carry out your search request. Please read the directions below carefully and follow the search steps.

1. **Enter your search term (s)** (an author, a title, a subject, etc.) in the space provided.
2. **Select the appropriate index** using the mouse.
3. **Start your search** by clicking “**Search**”.

“Index” Section on the Search Screen

Important Note: Please write in lower case and do not use any punctuation or diacritical marks (**accents**). Replace an apostrophe by a “space” with your space bar.

You have access to the following indexes:

Title Index: Enter the title of the document you are looking for, omitting all articles (le, la, les, the, il, el, der, die, das, etc).

Author Index: Enter the author’s first and last name in whichever order you choose: (e.g. william shakespeare, or shakespeare william) without a comma. You’ll obtain all the documents by William Shakespeare available at the library.

Subject Index: Enter a subject term for your subject search. If you enter the name of a person (e.g.henry miller), you’ll obtain all documents the library has on Henry Miller or on his work, but not the works of Henry Miller.

Series Index: Enter the name of a publisher’s collection to access all the documents the library has from this collection (e.g. “library of world drama”, etc).

Publisher Index: Enter the name of a publisher whose books you are looking for (e.g. phaidon; rizzoli; playwrights canada; gallimard, etc).

Call Number Index: Enter the call number of the document you are looking for (e.g. D S324si 1998; D S484to 1970; 901.9 G285).

Notes Index: Enter your search term allowing you to browse through the various “Notes” fields of our bibliographic records (e.g. names of stage directors, festivals, theatres, age range for children’s plays, etc.)

For more detailed information and examples of searches in the different indexes, please refer to section **B. Simple Search B1.1. Indexes** on page 3 of this document.

“Search Type” Section of the Search Screen

“Keyword” Search: The results of your author or title search are displayed in alphabetical order by document title. You can then view each title individually by clicking its appropriate icon in front of each title.

“Browsing” Search: The results of your search are the index terms of the online catalogue. This search is the best way to browse the different indexes available.

Other **“Search type”** possibilities: These are offered only in the “Combined search” screen. For more details please refer to section **C. Combined Search** on page 10 of this document.

“Define your search limits” Section of the Screen

You can narrow down your search results by selecting and tagging one or more of the limiting parameters available: **Language; Medium; Place; Date**.

Language: Limits your search to documents in the selected language only.

Medium: Limits your search to documents in the indicated medium only (e.g. books, videos, etc.).

Place: Limits your search to publications from the indicated country only.

Date: Limits your search to documents based on the indicated publication dates only.

The **“History”** and **“Basket”** buttons of the main menu: Please refer to the description in section: **B. Simple Search. B.1. 2. Search Results** and **B. 1. 7. Viewing of All Search Results at a Glance**.

B. Simple Search (search in one index only)

To do a search in one single index, please read the steps below and consult the listed examples:

B. 1. “Keyword” Search

Procedure to follow:

- Click on the “**Catalog search**” button to access the default “Simple search” screen. (For a search in more than one index, select the “**Combined**” button.)
- Whatever the index you wish to do a search in, you need to select the appropriate index with the mouse before writing your search term(s) in the space provided.
- Now click the “**Search**” button.

B. 1. 1. Indexes Available

The default index (the index that is automatically active when you enter the search screen) is the “Title index”.

Important Note: Please write in lower case and do not use any punctuation or diacritical marks. Replace an apostrophe by a “space” with your space bar.

Index: Title

- Examples: Title: all s well that ends well
Title: all colour world of cats
Title: montreal museum of fine arts
Title: accidental death of an anarchist
Title: 27 short plays
Title: three hundred and forty years of history
Title: twenty seven short plays
Title: tri sestry (original Russian title of “Three Sisters” by Anton Chekhov)
Title: sound recordings (displays all our 33 1/3 rpm records in alphabetical order by title)
Title: music (displays all sheet-music in the collection)
Title: vocal score (displays all vocal sheet music in the collection)
Title: libretto (displays all librettos in the collection)

Index: Author

- Examples: Author: michael frayn
Author: william shakespeare or shakespeare william
Author: carlo goldoni
Author: henry miller
Author: anton chekhov
Author: irving berlin
Author: mistinguett

Note: Also try looking up adapters or translators or any other participant in a given work in this index, e.g. film directors, composers, singers and musicians, screenwriters.

Index: Subject

Examples: Subject: painting spanish
Subject: costume france history
Subject: theatre study and teaching
Subject: 5 characters 3m 2w
Subject: children s plays
Subject: collective creations drama
Subject: anton chekhov (for documents **on** Anton Chekhov)
Subject: salvador dali (for documents **on** the Spanish painter Salvador Dali)
Subject: one act plays hungarian
Subject: theatres stage setting and scenery
Subject: opera (for documents **on** opera)
Subject: operas (for operas on VHS, DVD, as sound recordings or as librettos)
Subject: musicals (for musicals on VHS, DVD, as sound recordings or as librettos)
Subject: motion picture music (for film music on sound recordings)
Subject: videocassettes (displays all VHS in alphabetical order by title)

Index: Series

Examples: Series: library of world drama
Series: best short plays series
Series: all colour guide series
Series: 7e art
Series: 10/10

Index: Publisher

Examples: Publisher: gallimard
Publisher: phaidon
Publisher: rizzoli
Publisher: actes sud
Publisher: national theatre school of canada
Publisher: ab collector publishing
Publisher: playwrights canada
Publisher: pluto press
Publisher: pocket books

Index: Call Number

Examples: Call number: **792.028 M643a 1985** (you'll find: Acting: A Drama Studio Source Book)
Call number: **fo d m1292a** (you'll find: Aged Stranger [manuscript]: A Play)
Call number: **df g621se 1961** (you'll find: Goldoni: Arlequin, valet de deux maîtres)

Call number: vhs (displays all VHS videocassettes in the collection)
Call number: dvd (displays all DVDs in the collection)
Call number: pce (displays all the library's press clipping files on plays)
Call number: bio (displays all the library's press clipping files on individuals)
Call number: dis (displays all the library's 33 1/3 rpm vinyl records)

Index: Notes

Examples: Notes: paul thompson (the plays he directed)
Notes: alice ronfard (the plays she directed)
Notes: blyth festival (first productions at...)
Notes: shaw festival (first productions at...)
Notes: national theatre school (info on first productions at...)
Notes: ecole nationale de theatre (info on first productions at...)
Notes: factory theatre (info on first productions at...)
Notes: theatre passe muraille (info on first productions at...)
Notes: 13 and up (plays for young people aged 13 and up)
Notes: 6 to 11 (plays for young people between ages 6 and 11)
Notes: don quixote (after "Don Quixote" by Miguel de Cervantes)
Notes: theatre ouvert luxembourg (a production of...)
Notes: festival les coups de theatre (first public production of the play by...)
Notes: 9 to 12 (play for young people between ages 9 and 12)
Notes: francois ozon (director)
Notes: alfred pellan (exhibition by [the painter]...)
Notes: otto dix (paintings by Otto Dix reproduced in auction and exhibition catalogs)
Notes: 01+space+30 (One hour thirty minutes of play time)
Notes: 01+space+45 (One hour forty-five minutes of play time)
etc.

Note: Also try looking up singers or producers or any other participant in a given work in this index, e.g. film directors, composers, singers, film actors and musicians, screenwriters, painters and engravers who might have collaborated on a film, musical or sound recording.

B. 1. 2. Search Result Display on the Screen in Alphabetical Order by Title

The online system displays a screen with a list of all the titles or names found as a "search result". The display is in alphabetical order of 10 titles per screen. Click on the double arrow on top or bottom of each screen to view the next 10 titles. **Select the appropriate icon on the left of each title (book, manuscript, CD, cassette, video, DVD, record, etc).** Click on the icon for a more detailed screen of the selected document with all the information on its call number, location and availability.

Option: "Save" and "Basket" buttons

Temporary saving of one or more search results.

Each search result can be saved temporarily during your session by clicking the “**Save**” button from the second row menu on your screen.

You can view all your saved search results in one go by simply clicking the “**Basket**” button from the main menu.

B. 1. 3. Location of a Document, its Call Number and Availability

Using the scroll bar at the right corner of the screen, or by clicking the “**Copies**” button from the main menu, you can view the call number of a document. This tells you where to find the document on the shelves. The exact location of a document is indicated above the call number information (e.g. *Main Collection; Basement Archives; Reading Room*, etc.).

The screen also tells you if the document is available (“Available” or “On loan”).

To return from this screen to your list of search results, use the “**Back / Précédent**” button of the Internet browser.

For a new search, click the “**New search**” button from the main menu.

B. 1. 4. Search with Boolean Operators: “AND; OR; AND NOT”

Note: Do not use (“ “) when doing a search.

Operator: “AND”

This operator is equal to a “**space**”.

E.g. Title: “romeo juliet” is identical to the search “romeo **and** juliet”.

The system finds all documents which contain both these two words. The operator “**and**” is the default operator when doing a search with two or more terms within one index.

Operator: “OR”

E.g. Title: “three **or** sisters”

The system finds all documents which contain at least one of the two terms in the same index. In our example, all titles containing **either** the term “**three**” **or** the term “**sisters**” will be found. This means that besides the play “Three Sisters” by Anton Chekhov, many other titles containing at least one of the two terms will also be displayed.

Operator: “AND NOT”

E.g.: Title: “romeo **and not** juliet”

The system finds all documents which contain, within the same index, the first term “**romeo**” **but not the second term** “**juliet**”. Shakespeare’s play *Romeo and Juliet* would therefore not be listed as a search result.

B. 1. 5. Search Using Character Mask “?” and Truncation “@”

B. 1. 5. A. 1: Character Mask: “?”

Examples: Title: “cent??”
Title: “pa?e”
Title: “theat??”

The system finds all documents with either the words “centre” or “center”, the words “paye” or “paie”, the words “theatre” or “theater”, within the same index.

B. 1. 5. A. 2: Character Mask: “!”

Example: Title: “world!”

The system finds the words “world” and/or “worlds” within the same index, which might be helpful if you look up a title and are not sure if a given word is singular or plural.

B. 1. 5. B. 1: Right-hand Truncation: “@”

Example: Title: “histor@”

This search finds all documents whose roots of the search term start with “**histor...**”:

Examples: **historique**
historia
historical
historically
historisch
history
etc.

B. 1. 5. B. 2: Left-hand Truncation: “@”

Example: Title: “@ful”

This search finds all documents with the suffix (or word ending) “...ful” in the index:

Examples: hopeful
 tearful
 graceful
 joyful
 wonderful
 awful
 etc.

B. 1. 5. B. 3: Inner-word Truncation: “@”

Example: Title: “techn@cal”

This search finds all documents whose words start with the prefix “**techn...**” and end with the suffix “...cal”:

Examples: technical
 technological

B. 1. 6. Search Limit Parameters:

You can limit certain search parameters when doing a search in one or more indexes. This makes for more precise search results. Simply **check** the appropriate box “ ” and select one or more of the different search limits offered: **Language; Medium; Place; Date.**

For more detailed information, please refer to section **A. 2. The Search Screen and How to do a Search**, on page 1 of this document.

B. 1. 7. Viewing All Search Results at a Glance:

By clicking the “**History**” button of the screen’s main menu, you can view at any time **all your search results** from the start of your session.

However, by clicking the “**Start over**” button, you automatically **erase all search results** kept in memory in the “**History**” button as well as all search results you may have purposely saved and which were kept in memory in the “**Basket**” button of the main menu.

B. 2. Search in the “Browsing” Search Type

1. **“Title” Index:**
Enables you to **browse through the entire title index** of our database, which is arranged in alphabetical order.
2. **“Author” Index:**
Enables you to **browse through the entire author (or other contributor) index** of our database, arranged in alphabetical order.
3. **“Subject” Index:**
Enables you to **browse through the entire subject index** of our database, arranged in alphabetical order. English and French subject terms are interfiled.

C. Combined Search (search in more than one index at a time)

On your principal search screen, select the “**Combined**” button at the upper right corner of the screen.

1. This search mode enables you to narrow down your search parameters and get more precise results by **searching in up to three different indexes at the same time**.
2. As in the “Simple search” mode, you again have access to the **Boolean Operators “AND; OR; AND NOT”** as well as to the function “**Define your search limits**”.
3. Select the search type “**Keyword**” or “**Very near proximity**” when doing a combined search:

Note: Some very specific searches require the use of the “**Very near proximity**” search type to obtain the most precise search result possible. This is the case for play searches by cast number in the subject index of our database: (E.g. 9 characters 4m 5w) - which treats these four units as a single term. This is equally true in a “title” index search with two or more terms that follow each other closely.

“**Ordered keyword**”: The search terms need to be entered in the space provided in the exact order of the title words or the name you are searching for.

“**Near proximity**”: The different search terms have to be in a proximity of up to ten words to each other to obtain a precise search result.

“Very near proximity”: The different search terms have to be in a very near proximity of up to 3 words to each other to obtain a precise search result.

“Begins with”: If you know that the title of a document you are searching for starts with a specific combination of words, then this may be the best search type.

4. Start your search by clicking the **“Search”** button.

Example 1: Search in 2 (Two) Different Indexes

Note: The numbers in parentheses () which follow the examples of search terms listed below indicate the actual number of hits within our database for each individual search term.

Title: romeo (113)
AND Author: pierre-yves lemieux (43) = 1 document

Title: romeo (113)
AND Author: shakespeare (877) = 82 documents

The same search with the “Search limits: Language = French”
activated finds a total of = 32 documents

Title: sisters (79)
AND Author: chekhov (179) = 40 documents

AND NOT Title: romeo (113)
Author: shakespeare (877) = 31 documents

Subject: architecture (798) = 798 documents

Author : fletcher (58)
AND Subject : architecture (798) = 2 documents

Subject: architecture (798)
AND Publisher: taschen (62) = 19 documents

Subject: costume (882)
AND Author: boucher (46) = 5 documents

Author: picasso (16)
AND Subject: costume (882) = 1 document

Example 2: Search in 3 (Three) Different Indexes

Subject: costume (882)
AND Author: boucher (46)
AND Title: paris (697) = 1 document

Subject: costume (882)
AND Author: boucher (46)
AND NOT Title: paris (697) = 21 documents

Subject: architecture (798)
AND Subject: palladio (6)
AND Publisher: taschen (62) = 1 document

D. Play Search by Cast Number

D.1. “Very Near Proximity” Search Type with Search Results in Alphabetical Order by Play Title

If you wish to do a play search by cast number (the number of male and female actors in a play), please read the following directions and examples attentively and follow the proposed search procedure very carefully:

1. Select the “**Combined**” button.
2. Under the “**Search type**” section, **you must select** the term “**Very near proximity**”.
3. Select the “**Subject**” index.

Examples:

Your search...	...displays a list of plays for...
<u>Subject</u> : 1 character	(1 man or 1 woman)
1 character 1 woman	(for 1 woman)
1 character 1 man	(for 1 man)
<u>Subject</u> : 2 characters 1m 1w	(for 1 man and 1 woman)
2 characters 2 women	(for 2 women)
2 characters 2 men	(for 2 men)
<u>Subject</u> : 3 characters	(for 3 actors, male or female)
3 characters 3 men	(for 3 men)
3 characters 3 women	(for 3 women)
3 characters 2m 1w	(for 2 men and 1 woman)
3 characters 1m 2w	(for 1 man and 2 women)
<u>Subject</u> : 5 characters 3m 1w 1c	(for 3 men, 1 woman, and 1 child)
5 characters 3m 1w 1v	(for 3 men, 1 woman, and 1 variable)
7 characters	(for a total of 7 actors and/or actresses)
9 characters 1m 8w	(for 1 man and 8 women)
9 characters 7m 2w	(for 7 men and 2 women)
15 characters 3m 1w	(for 3 men and 1 woman as 15 characters)
15 characters 2 men	(for 2 men as 15 characters)
<u>Subject</u> : Large cast	(for a very large mixed cast)
<u>Subject</u> : Cast children	(for child actors)

Note:

5, 8, or 10 actors may sometimes play more than 5, 8, or 10 characters in a play. Please take this fact into account while doing your search or analyzing your search results when doing a cast search.

Abbreviations: **c** = child; **b** = boy; **g** = girl; **m** = man/men; **w** = woman/women;
v = variable cast.

D. 2. “Browsing” Search Type Allows You to Browse the Entire Cast Index Directly on Screen:

Select the same search terms as listed above and choose “**Browse index**” as Search type.

This will allow you to browse the cast index (the list) of all the possible cast combinations we have identified in the play collection of the library.

Example:



Subject = "5 characters 3m 1w 1v" [*Browse index*]



Subject list

- 5 characters (3m, 1w, 1c). [[*3 rec.](#)]
- 5 characters (3m, 2w). [[*278 rec.](#)]
- 5 characters (4m, 1b). [[*2 rec.](#)]
- 5 characters (4m, 1w). [[*82 rec.](#)]
- 5 characters (5 black women). [[*2 rec.](#)]
- 5 characters (5 men). [[*28 rec.](#)]
- 5 characters (5 women). [[*36 rec.](#)]
- 5 personnages (1 femme). [[*1 rec.](#)]
- 5 personnages. [[*13 rec.](#)]
- 5 personnages (1 homme).



E. Search for Archival Material, Sound Recordings and Motion Pictures.

E.1. Archival Material

You can easily search our extensive press clipping file collection and retrieve files on plays or individuals as follows:

Play clipping collection:

Go into the “**Combined**” search mode and fill out the two indexes as follows:

Call number: **pce**

AND Title: “**title of play**”, e.g. **hamlet** = 8 documents [dossiers/files]

Clipping collection on individuals (authors, actors, designers, etc.) [still in progress]:

Go into the “**Combined**” search mode and fill out the two indexes as follows:

Call number: **bio**

AND Title: **albert camus** = 1 document [dossier/file]

Call number: **bio**

AND Subject: **authors** = 305 documents [dossier/file]

Other searchable professions in the subject index within the biographical clipping file are as follows :

- | | |
|----------------------------|------------------------|
| 1. Metteurs en scène | 1. Directors |
| 2. Auteurs | 2. Authors |
| 3. Comédiens | 3. Actors |
| 4. Scénographes | 4. Set designers |
| 5. Costumiers | 5. Costume designers |
| 6. Producteurs | 6. Production managers |
| 7. Directeurs de compagnie | 7. Artistic directors |
| 8. Chorégraphes | 8. Choreographers |
| 9. Réalisateurs | 9. Film directors |
| 10. Compositeurs | 10. Composers |
| 11. Techniciens | 11. Technicians |
| 12. Enseignants | 12. Teachers |
| 13. Scénaristes | 13. Scriptwriters |
| 14. Chanteurs | 14. Singers |

E.2. Sound Recordings: 33 1/3 rpm Vinyl Records and CDs

Search our collection of sound recordings as follows:

Go into the “**Combined**” search mode and fill out the two indexes as follows:

Call number: **dis**

AND Title: “title of sound recording”

Call number: **dis**

AND Author: “Name of singer, composer, lyricist, or group, etc.”

Call number: **dis**

AND Subject: e.g. “musicals; popular music; songs; operas, etc.” [still in progress]

E.3. Motion Pictures on Video, DVD, or LD-Laserdisc

Search our collection of videos, DVDs, and LD-Laserdiscs as follows:

Go into the “**Combined**” search mode and fill out the two indexes as follows:

Call number: “vhs” or “dvd” or “ld las”

AND Title: “title of film”

Call number: “vhs” or “dvd” or “ld las”

AND Author: “Name of director, actor, producer, screenwriter, etc.”

Following is a list of subject terms which allow you to retrieve the library’s motion pictures by various categories of films in the subject index:

Subject headings for motion picture research (May 22, 2007)

Official LC Subject headings in alphabetical order (Équivalents en français)

Adventure films	Films d’aventures
Architecture in motion pictures	Architecture au cinéma
Biographical films	Films biographiques
Children’s films	Films pour enfants
Comedy films	Films comiques
Dance in motion pictures, television, etc.	Danse au cinéma
Detective and mystery films	Films de détective
Documentary films	Films documentaires
DVD – videodiscs	DVD - vidéodisques
Educational films	Films éducatifs
Erotic films	Films érotiques
Expressionism in motion pictures	Expressionnisme au cinéma
Fantasy films	Films fantastiques
Feature films	Longs métrages
Film adaptations	Adaptations cinématographiques
Film noir	Films noirs
Gangster films	Films de gangsters
Historical films	Films historiques
Horror films	Films d’horreur
Martial arts films	Films d’arts martiaux

Musical films	Films musicaux
New wave films	Nouvelle vague (Cinéma
Police films	Films policiers
Political films	Films de moeurs
Psychological films	Films psychologiques
Puppet films	Films de marionnettes.
Religious films	Films religieux
Romance films	
Romantic comedy films	Comédies sentimentales (Cinéma)
Science fiction films	Films de science-fiction
Short films	Courts métrages
Silent films	Films muets
Spy films	Films d'espionnage
Stage adaptations	Adaptations scéniques
Television adaptations	Adaptations télévisées
Thrillers (motion pictures, television, etc.)	
Vampire films	Films de vampire
Videocassettes	Vidéocassettes
War films	Films de guerre
Western films	Westerns
Young adult films	Films pour jeunes adultes

Filename: Dir Bibl – 655 forms, genres, formats (Film & video bilingue) sans code

If you have any questions or if you encounter any difficulties during your online search in our catalogue, please do not hesitate to contact a library staff member for further help.

CONTACT

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N.B.: The library cannot reply by e-mail or fax to requests for research information sent in by clients other than its members.

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