

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

A. The Search Screen and How to do a Search

A.1. Simple Search by “Keyword”

Search by “**Keyword**”: Search results by title, author or any other index chosen are displayed by document title in alphabetical order.

1. Welcome Screen

1. Select “**Version française**” or “**English version**”.
2. Select “**Local search**” to start your search.

2. Search Screen

1. **Enter your search words** (author, title, subject, etc.) in the space provided.
2. **Select the appropriate index** (Title -, Author -, or Subject-index, etc.)
3. Click “**Search**”.

3. “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 offered: **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 documents from the indicated country only.

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

4. Location, Call Number and Availability of a Document

Use the scroll bar on the right of the screen, or click the “Copies” button on the main menu for the call number, location and availability of the document.

A.2. Simple Search by “Browsing” Search Type

Search by “**Browsing**”: Your search results are the words which constitute the different indexes. You can now browse through the lists of **Titles -**, **Authors -**, **Subjects -**, **Publishers**, etc.

B. Indexes: Search Examples

Important: 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 catalogues)
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 who might have collaborated on a film, a musical or a sound recording.

C. Play Search by Cast Number

C.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.

C. 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.

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.

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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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