Search Tips for Graphic Arts Materials

By using the Advanced and Expert search screens in Academy Collections the researcher can build, refine and sort search results for more precise outcomes. The Advanced screen lays out a subset of the database's most-used search fields, allowing the researcher to easily combine search terms. The Expert screen lets the researcher select from any of the database's available fields and combine search terms using Boolean operators ("and", "or", "and not") to construct complex search queries. Only from the Expert screen can results be refined by removing unwanted search results.

Begin by selecting "Library Items" from the drop-down list from the first field on the screen (labeled "Search in"); once selected, the correct list of available search fields will display. To search for records that include a reference image check the box labeled "Only records with images." An asterisk can be used as a wildcard either before or after a word to broaden search results.

Listed below are descriptions of search fields with specific tips for finding Graphic Arts materials. You can also hover over the field labels on the Advanced search screen for additional information on how best to create a search statement within that field.

Primary search fields

Item Type: Groups library materials into broad categories. Three terms are used to describe Graphic Arts materials: Posters, Production Art, and Artworks.

Film Title: Used for the title of a film associated with an item; includes variant film titles. DO NOT include leading articles (a, an, the) in your search.

Film Year: Year of a film's release. Use this field for searching date ranges associated with Graphic Arts materials (see also Date field).

Descriptive Title: Title of the item supplied by the cataloger. For all Graphic Arts materials related to a specific film, the Descriptive Title will use the following format: FILM TITLE, Release Year. For example, all production

art and posters related to the film BORN YESTERDAY will have the Descriptive Title: "BORN YESTERDAY, 1950." You do not need to include the entire Descriptive Title in your search. You may search on just the film title (or partial film title), just the date, or film title and date excluding punctuation. For items that are not related to a specific film, the Descriptive Title will typically include the subject of the item. For example: "John Wayne, undated."

Description: Free text field used to further describe an item. This field is used extensively in Graphic Arts records to 1) describe visual contents of the item, such as color schemes, image depictions, or costume details; and 2) transcribe text written on the item, such as poster taglines, costume sketch notes, etc.

Form: Authorized terms used to describe items; these terms are much more narrowly-defined than the Item Type categories. Click on the picklist icon to the right of the search box to select from a list of available terms. Production art records use a variety of terms to describe items, but the two most common entries are "costume design drawings" and "production design drawings." Poster records do not use this field.

Creator: Production art records use this field to record credited designer(s) as well as illustrator(s) (when known). Poster records will only use this field when a designer or illustrator has been positively identified. Click on the picklist icon to the right of the search box to select from a list of names, or type the name directly into the field.

Related Names: Subject field for persons or organizations/groups associated with an item. Use this field to search for persons depicted in a poster or artwork. Click on the picklist icon to the right of the search box to select from a list of names, or type the name directly into the field.

Subject: Use this field to search for general subjects (not people or organizations) depicted in a poster or artwork. For example, one can create a search for costume design drawings that feature people wearing scarves, or for posters that depict people smoking. Click on the picklist icon to the right of the search box to select from a list of headings, or enter terms directly into the field.

Additional search fields
Date: The Date field is used to record the date of the item(s). For Graphic Arts materials, this field is only populated when a date is written on the item itself; as such, many production art and poster records do not include data in this field. For example, a search using this date field for production art created between 1920 and 1930 will only return results for items where dates within that range appear on the items themselves, not for all items associated with films released during those years (see also Film Year field).

Color: This field is NOT used in cataloging Graphic Arts materials.

Collection: Use this field to search for items that belong to a specific library collection; example: "Leonard Stanley collection." Click on the picklist icon to the right of the search box to select from a list of collections, or enter the information directly into the field.

Creator Role: Descriptors used to further define the role of the creator in relation to an item; examples: costume designer, art director, architect.

Event name: This field is NOT currently used in cataloging Graphic Arts materials.

Academy Awards Category: Production art records do not use this field. For poster records, this field is used to identify films that have won Academy Awards in the following award categories:
Best Picture (search under "Picture")
Foreign Language Film
Animated Feature Film
Documentary (Feature)
Documentary (Short Subject)
Short Film (Animated)
Short Film (Live Action)

ID number: Use this field to search for items by Production Art ID, Poster ID or Priref.