THE COLLECTION: Tips and Guidance for Searching

The Film Reference Library is a non-circulating library. All materials must be reviewed on-site at the TIFF Bell Lightbox.

Start by searching our online database for materials of interest. You may also submit your research question through the “Ask an Expert” feature (see below), or by contacting the Library via email at libraryservices@tiff.net or by phone 416-599-8433 x3. To learn more about the Library including scholarships, hours, services, events, and history visit tiff.net/library

WHAT CAN YOU SEARCH?

- Books
- Audiovisual materials (VHS, DVDs, blu-rays, etc.)
- Research files: film files (by film title), biography files (by name), subject files (by term)
- Journals, magazines, newspapers, and other periodicals
- Script / Screenplays
- Special Collections
- Past TIFF Exhibitions

ASK AN EXPERT

You can use the Ask an Expert form to request material, schedule research time in the Brian Linehan Research Room, book time to watch a movie in the media centre, or ask a question about an item, or access restrictions.

If at any point you require assistance in fulfilling your search, click Ask an Expert on the left sidebar or from the Advanced Search page. Please describe the issue or request in detail within the provided form and Library staff will respond to your request via email.

GENERAL TIPS FOR SEARCHING

- Multiple fields can be searched simultaneously using free text or the dropdowns menus
- Only one term from the dropdown menus (Object Type, Format, Special Collection) can be selected at a time
- For best results, it is recommended to search either the Object Type field OR the Format field
- Click ‘Reset Form’ button to clear any criteria for a new search
- Searches can be limited to Library or Special Collections
SEARCHING BY FIELD

Keyword:
- Search terms will yield results from **every field** (title, description, format, director, etc.) across the catalogue for all object types
- Use quotation marks (") around terms to activate an **exact phrase search**; this will yield search results that contain all terms in the exact order you enter them (ex. “film noir”).
- Exact phrase searches can be combined with keyword searches (ex. “wizard of oz” garland)
- **Stopwords** (common words such as “an”, “in”, and “to”) should be removed from the terms you enter, except in the case of exact phrase searching, in which search terms are entered within quotations marks (").
- By default, searches employ **AND** between all entered terms, meaning that **ALL terms** must be in the record for it to be found. However, you can override this by entering **OR** between each term. Note: **OR** cannot be used with exact phrase searches.
- Your terms can be **truncated** using an asterisk (ex. czech* film will yield matches for all records containing Czech Republic Film, Czechoslovakia Film, Czechoslovakian Film, AND Czechoslovakian New Wave Film).

People/Production Company:
- If you know the exact spelling of the name you are searching, enter it within quotation marks with FirstName LastName (ex. “david cronenberg”).
- In the case of Production Companies, search the most prominent word, such as fox in 20th century fox productions or pixar.
- If you do not know the exact spelling or iteration of the name you are searching, try entering the last name without quotation marks (ex. cronenberg). Truncation using an asterisk can assist in cases where the spelling is unknown (ex. nic* cage will produce records that are cataloged as “Nicholas Cage”).
- Search terms will yield results for all object types

Title:
- If you are searching for material on a specific film, book, or research file enter as many known words as possible (ex. wizard oz). **Note:** Stopwords such as “of” or “an” will be ignored in the search unless enclosed within quotation marks (ex. “wizard of oz”).
- Search terms will yield results for all object types

Object Type:
- Click in the field to activate the **dropdown** to limit results to a specific material such as book, photograph, or video. Note: only one object type can be searched at a time.
- Search terms will yield results for the object type selected
Date:
• If known enter the date of the objects creation including, a film’s release, book’s publication, etc.
• Search terms will yield results for all object types

Country:
• Specify the country of origin of a film, book, or special collections film prints.
• More than one country can be searched at time in the case of co-productions (e.g. entering ‘france italy’ will return results for films that those two countries produced in conjunction. Using OR searching (ex. france OR italy) will yield results for any film with records related to those countries respectively, but not co-productions shared between the two).
• Search terms will yield results for all object types

Genre:
• Select terms from the dropdown to limit your results. Genre is in progress and cataloged for a portion of our audiovisual materials.
• Search terms will yield results for videorecordings

Format:
• Select terms from the dropdown to limit your results. Formats for videorecordings and film prints (ex. 35mm; VHS; DVD) are available to select as well as specific types of objects (ex. costume; storyboard; prop). Note: you can only search one format type at a time.

TIFF Festival Year:
• Select the Festival year to return film titles programmed during the Festival
• Search terms will yield results for research files

TIFF Festival Programme:
• Use in conjunction with ‘Festival Year’ to return film titles programmed during a specific Festival programme (e.g. Midnight Madness, Platform, etc.)
• Search terms will yield results for research files

TIFF Cinematheque Season (formerly Cinematheque Ontario):
• Select the Cinematheque season to return film titles programmed during TIFF Cinematheque / Cinematheque Ontario
• Search terms will yield results for research files

TIFF Cinematheque Programme (formerly Cinematheque Ontario):
• Use in conjunction with ‘TIFF Cinematheque Season’ to return film titles programmed during a specific TIFF Cinematheque / Cinematheque Ontario programme (Eg. Essential Cinema, Summer in Japan, Godard Forever, etc.)
• Search terms will yield results for research files
Subject:
- Select a specific subject most relevant to your topic
- Search terms will yield results for books, periodicals, and scripts

Special Collection
- Selecting a specific Special Collection from the dropdown will limit search results to that collection.
- Allows you to browse records related to collections without having to specify search criteria in the keyword or other advanced search fields.

Record Number:
- You can locate specific records by recording their unique record number (accession number or FRL number) from the search results page for fast, easy retrieval of search results without replicating exact search criteria.

Understanding your Search Results

- Total Number of objects your search yielded
- Breakdown of your search results by collection and type
- Sort your search by object type, format, record number, or alphabetically by title
- Itemized list of objects. Click on the FRL-# or image for the detailed object record
SPECIAL COLLECTIONS

Please note that an appointment is required to access all Special Collection materials in-person. Please email libraryservices@tiff.net, click ‘Ask an Expert’ or phone 416-599-8433 x3 to submit a research request.

To view our Special Collections, click the ‘Browse Collections’ tab on the left sidebar. You will be directed to an alphabetized list of our Special Collections.

Click on the name of the Collection or Archive to be directed the collection record. The collection record contains information regarding access restrictions, dates of creation, credit lines, and donors.

Under ‘Description’ you will find information on the collection’s custodial and administrative history, provenance, biographical history, scope and content, and accruals.

Objects pertaining to the Collection or Archive can be found under ‘Sections’. The objects are separated by series to narrow search results. Click on each series to find an itemized list of every object in in the collection.

Example: Special Collections page after selecting the ‘Browse Collections’ tab. Select the name of a collection to be directed to the Collection record

Example: Collection record
BROWSE EXHIBITIONS

Visit the Browse Exhibitions page to learn more about the exhibitions on display in the CIBC Canadian Film Gallery and The Gallery (formerly HSBC Gallery) in the TIFF Bell Lightbox from July 2010 to June 2017. Please note that TIFF no longer organizes exhibitions on a regular basis.

- Click the ‘Browse Exhibitions’ tab on the left sidebar for a chronological list of all exhibitions. To view an individual exhibition click on the lead image.

- The exhibition record contains information about the exhibition’s organizers, description, tour, contents, and installation images.

- Browse through the installation photographs by clicking on each image.

- Information regarding the exhibition’s touring dates and venues can be found under ‘Exhibition Tour’.

- If the Film Reference Library owns any of the objects that were on display in the exhibition, they will be listed under ‘Exhibition Contents’. Please note that not all exhibitions have linked objects.