# Guide to Searching the Copyright Office Catalog

(Registrations and recorded documents from 1978 to the present)

#### New searching features are available such as:

- Keyword searching
- A single database that contains records of monographs, serials, and recorded documents
- Basic Search screen and Other Search Options screen for advanced searching
- Limit your search by date or a specific item type
- Links to online help is available at the top and bottom of each screen

#### Click "Search Records" to access the Copyright Office Catalog



#### Click "Search the Catalog" to begin



#### About the Catalog

Copyright

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About the Catalog

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The Copyright Office Catalog contains approximately 20 million records for works registered and documents recorded with the Copyright Office since 1978.

Included in one integrated database are registrations and preregistrations for books, music, films, sound recordings, maps, software, photographs, art, multimedia, periodicals, magazines, journals, newspapers, etc., as well as records for assignments, transfers, and other documents relating to copyright ownership.

Links to the Copyright Office homepage, Copyright FAQs, and information about services provided by the Office are available at the bottom of each screen.

Online help is always available by selecting links throughout the Catalog and by selecting "Help" from the top or bottom of each screen.

To find out more about searching Copyright Office records and on services provided by the Reference & Bibliography Section, see:

- How to Investigate the Copyright Status of a Work (Circular 22)
- Contact Us Regarding Having the Copyright Office Conduct a Search for You
- The Copyright Card Catalog and the Online Files of the Copyright Office (Circular 23)

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U.S. Copyright Office 101 Independence Ave. S.E. Washington, D.C. 20559-6000 (202) 707-3000

### **Overview of the Basic Search screen**

By using the Basic Search screen you can:

- Specify the search term
- Search by either Title, Name, Keyword, Registration Number, Document Number, Command Keyword

Basic Search Other Search Options				
Search for:				
Search by:	Title (omit initial article A, An, The, El, La, Das etc.)			
Secoll down for	Name (Crichton Michael; Walt Disney Company)			
Search Hints	Registration Number (for VAu 598-675 type vau000598675)			
	Document Number (for V2606 P87 type v2606p087)			
	Command Keyword			
25 records pe	er page 💌 Begin Search Reset Set Search Limits			

# **Basic Search by Title**

- A Title search finds works by title in the exact word order of the title
- Use this search when the exact title of the work is known
- Type the entire title, or the first few words of the title
- Omit initial articles, A, An, The, El, La, Das, etc.

To retrieve the title	Туре	
Addicted to hurry; spiritual strategies for slowing down	addicted to hurry	
The Lord of the Rings	lord of the rings	
Symphony no. 10 in E minor, OP. 93	symphony no 10 in e minor op 93	
La Chatte sorte ses grif	chatte sorte ses grif	

### To perform a search:

Type your search term in the "Search for": box Select the type of search from the "Search by": screen

Basic Sear	ch Other Search Options			
Search For:	born to shop			
Search By:	Title (omit initial article A, An, The, El, La, Das etc.)			
Scroll down for Search Hints	Keyword Registration Number (for VAu 598-675 type vau000598675) Document Number (for V2606 P87 type v2606p087) Command Keyword			
25 records per	page 💌 Begin Search Reset Set Search Limits			

Click the "Begin Search" button to perform the search

# **Sample Search Results**

#### Click a title to view a record from the titles list display

#	Relevance	Full Title	Copyright Number	Date	
		<u>Suzy Gershman's Born to shop. Paris : the</u> ultimate guide for travelers who love to shop.	CSN0138774	2002	
		Born to shop. London : the ultimate guide for people who loved to shop / Suzy Gershman.	CSN0137785	2002	Preregistration Records for unpublished
□ <u>[3]</u>		Born to be.	T7 <b>000</b> 5844864	2003	works in the process
□ [4]		Born to worship.	V3494D566	2003	commerical distribution
□ <u>[5]</u>		Born to worship; aloum / Artist, Esther Smith.	PRE0000000080	2003	

Serial

Registrations of periodicals, magazines, journals, and newspapers.

#### Monograph

Registrations of books, music, films, sound recordings, maps, software, photos, art, and multimedia. Also includes all renewals.

#### Document

Copyright ownership documents, such as name changes and transfers.

#### Monograph Sample Registration Record

Star Wars roleplaying game : Galactic campaign guide / Peter Schweighofer &... Type of Material: Text Registration Number / Date: TX0005817949 / 2003-09-19 Title: Star Wars roleplaying game : Galactic campaign guide / Peter Schweighofer & Jo Wiker. Other Title: Galactic campaign guide Imprint: Renton, WA : Wizards of the Coast, 2003. Description: 160 p. Copyright Claimant: Wizards of the Coast, Inc. Date of Creation: 2003 Date of Publication: 15Aug03 Authorship on Application: Lucas Film, Ltd., employer for hire. Title appears in Document: No Related Document Title Names: Schweighofer, Peter Wiker, Jo Wizards of the Coast, Inc. Lucas Film, Ltd.

# **Sample Preregistration Record**

ACTIVITY SCHEDULE

Relevance: 📗

Type of Material: Pre-Registration Type of Work Pre-Registered: Ad/Marketing Photograph Pre-Registration Number / Date: PRE00000070 / 2006-04-19 Title: ACTIVITY SCHEDULE Copyright Claimant: Denise D. Garrett Projected Date of Publication: 2006-12-01 (Approximately) Date of Commencement of Creation of the Work: 2006-04-15 Date of Anticipated Completion: 2006-11-03 Application Title: ACTIVITY SCHEDULE Authorship on Application: Denise D. Garrett. Description of Pre-Registered Work: Photographs and diagrams for a children's calendar to help with their household chores.

Names: Garrett, Denise D.

#### Serial Sample Registration Record

Justice League adventures.

Type of Material:SerialTitle:Justice League adventures.Serial Publication Year:2001Description:print material.Frequency:Monthly.Publication History:No. 1, Jan. 2002-.Issues Registered:no. 1, Jan02.Claimant:DC Comics.Created:2001;Publication History:no. 1, Jan02.Claimant:DC Comics.Created:2001;Publication History:no. 1, Jan02.Claimant:DC Comics.Created:2001;Publication History:No. 1, Jan02.Statistication History:No. 1, Jan02.Justication History:No. 2, Feb02.Statistication History:No. 2, Feb02.Statistication History:No. 3, Mar02.Statistication History:No. 3, Mar02.Statisticati

Names: DC Comics

#### Recorded Document Sample Record

Quigley down under & 7,425 other titles.

Type of Material: Recorded Document Document Number: V2606P001 Date of Recordation: 1991-06-04 Entire Copyright Document: V2606 P1-206 Date of Execution: as of 15May91 Title: Quigley down under & 7,425 other titles. Notes: Copyright mortgage and assignment. Quigley down under & 7,425 other titles. Party 1: Metro-Goldwyn-Mayer Holdings, Inc. Party 2: Credit Lyonnais Bank Nederland, N.V. Links: List of Titles Names: Metro-Goldwyn-Mayer Holdings, Inc. Credit Lyonnais Bank Nederland, N.V.

Click to view or print titles associated with this document

### **Basic Search by Name**

Search by all names, such as author, claimant, party 1, party 2, etc.
To search by a personal name, type the last name first name
To search by a corporate name, type the name in word order

Name type		Search example		
 personal name		Crichton Michael		
compound name		Marquez Gabriel Garcia		
corporate name	:	Walt Disney Company		
Basic Sear	ch <u>Otř</u>	ter Search Options		
 Search By:       Title (omit initial article A, An, The, El, La, Das etc.)         Name (Crichton, Michael; Walt Disney Company)         Scroll down for Search Hints       Keyword         Registration Number (for VAu 598-675 type vau000598675)         Document Number (for V2606 P87 type v2606p087)				
Command Keyword				
25 records per page 💌 Begin Search Reset Set Search Limits				

# **Basic Search by Keyword**

- A Keyword search finds words, or phrases located *anywhere* in the record
- Use " " to surround exact phrases
- Type words or phrases in any order. All words will be searched, including "and", "the", etc.
- Use ? to search for a variation of a word, for example comput? finds compute, computer, computation
- Use + before words that must appear in every record retrieved
- Use ! before words that must not appear in any record retrieved
- Results will be ranked by relevance

#### **Basic Search by Copyright Registration Number**

- All Copyright registration numbers must have a total of 12 characters
- Type 2 letters followed by 10 numbers, or 3 letters followed by 9 numbers
- Omit spaces and hyphens when typing the number
- Add leading zeroes to the numeric portion of the registration number

To retrieve	Туре
SR-320-918	sr0000320918
VAu-598-764	vau000598764
Pre00000020	Pre00000020

#### **Basic Search by Copyright Recorded Document Number**

- All document numbers must have a total of nine characters
- The number after the "v" is always 4 digits; the number after the "p" or "d" is always 3 digits
  - Documents before V3400 use P + page number
  - Documents after V3400 use D + page number
  - Note: V5000 and V8000 also use P + page number.
- Omit spaces when typing the number

To retrieve	Туре	
V2606 P87	v2606p087	
V3510 D565	v3510d565	

# **Setting Search Limits**

- Select methods of limiting your searches below.
- Choose multiple Item Types by holding down the <Ctrl> key while selecting.
- Click on "Set Search Limits." The message "Search limits are in effect until you click on Clear Search Limits" will appear.
- Search limits will remain in effect until you specifically clear them or until you close your browser.

Set Search Limits       SET SEARCH LIMITS (select labels for context-sensitive help)         Date:       • = • • • • • • • • • • • • • • • • • •				
<u>Item Type</u> :	Recorded Documents Text Serials			
	Set Search Limits Clear Search Limits			

# Limit by Date

- Limit your search by Date in 4 ways
  - Search only one year
  - Search a range of years
  - Search for all years before a date
  - Search for all years after a date

# Limit by Item Type

- Use this limit to find a specific type of work
- Select multiple Item Types by holding down the <CTRL> key and clicking a term (Example: Limit search to Music and Sound Recordings)
- Limit your search to:
  - Recorded Documents
  - Text
  - Serials
  - Music
  - Maps
  - Sound Recordings
  - Computer Files
  - Motion Pictures
  - Visual Materials
  - Kits
  - Mask Works
  - Preregistration

### **Overview of "Other Search Options"**

- Search for specific catalog records without knowing the complete title or full personal or corporate name
- Search by keyword using Boolean operators to combine or exclude words and phrases

Bas	sic Search Other Search Options	
Searc	ch for: all of these 💌 Search by: Keyword Anywhere (GKEY)	•
Searc	CAND COR CONT ch for: ■ as a phrase ■ Search by: Keyword Anywhere (GKEY)	•
25 re	ecords per page 💌 Begin Search Reset Search Li	mits
5	Search Tips	
	1. <b>Optional</b> Set <u>Search Limits</u> <b>before</b> following the steps below.	
	<ol> <li>Search for: Enter a word, several words, or a phrase in the box.</li> <li>From the following drop-down menu, select all of these, any of these or as a phrase ("all of these" is the default, and is highly recommended).</li> </ol>	
	4. Search by: Select an Index Name from the drop-down menu.	
	<ol> <li>From the following radio buttons, select AND, OR, or NOT (boolean operators) to add more information to the search (see Boolean Searching bein page for assistance)</li> </ol>	
	<ol> <li>6. Repeat steps 2, 3 and 4 to refine your search further by using the last set of fill-in blanks and menus.</li> </ol>	
	7. Select the Begin Search button to get results.	

# **Boolean Searching**

- Use Boolean operators to search for combinations of words or phrases. Enter Boolean operators (AND, OR, NOT) in either uppercase or lowercase
- Boolean operators may be used with the Basic Search Command Keyword or with Other Search Options.
- Boolean operators may not be used with the Basic Search types Title, Name, Keyword, Registration Number or Document Number

Concept	Search Examples	Retrieval Formula	
AND	Rodgers <b>AND</b> Hammerstein "Civil war" <b>AND</b> Virginia rock <b>AND</b> roll	Retrieves only records containing both terms.	
OR	eighties OR 80s OR 1980s livin OR living email OR e-mail OR "electronic mail"	Retrieves records containing either one or more terms.	
NOT	Mexico <b>NOT</b> new jockey <b>NOT</b> disc "Civil war" <b>NOT</b> American	Excludes records containing the second term.	

### How to Use Boolean Operators

- AND narrows the search by requiring all terms to be found in the record
- OR broadens the search by retrieving records if one or more of the terms is present
- NOT excludes terms from the search (use carefully, because NOT may eliminate relevant material inadvertently)

### How to use "Other Search Options"

- Type a word or phrase in the "Search for: " box
- Select "all of these", "any of these", "as a phrase" from the drop-down list
  - "All of these": all of the words you type in the "Search for:" box must appear in the record
  - "Any of these": at least one of the words you type in the "Search for:" box will appear in the record
  - "As a phrase": the words you type in the "Search for:" box must appear in the record in the order typed
- Select an index name (Keyword anywhere is the default index and performs the broadest search)
- Click the "Begin Search" button to perform the search, OR
- Click AND, OR, NOT and fill in the next set of "Search for:" boxes

# Sample Search

Basic Search	Other Search	Options			
Search for: inner peac	e (	all of these 💌	Search by	Title (no 6XX) (TKEY)	
C AND Search for: weiss	⊙OR CNOT	as a phrase 💌	Search by:	CO Claimant Stmt (K249)	
25 records per page	•	Begin Searc	h Reset		Set Search Limits

Search for *"inner peace"* as *"all of these"* in a title field and *"weiss"* as a claimant.

#### Thank you for viewing this tutorial

#### Ready to search? Click here

For additional help, please contact us at <u>copysearch@loc.gov</u> or telephone Copyright Reference & Bibliography Section at (202) 707-6850