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

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)
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 screen](image-url)
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.

<table>
<thead>
<tr>
<th>To retrieve the title...</th>
<th>Type...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addicted to hurry, spiritual strategies for slowing down</td>
<td>addicted to hurry</td>
</tr>
<tr>
<td>The Lord of the Rings</td>
<td>lord of the rings</td>
</tr>
<tr>
<td>Symphony no. 10 in E minor, OP. 93</td>
<td>symphony no 10 in e minor op 93</td>
</tr>
<tr>
<td>La Chatte sorte ses grif</td>
<td>chatte sorte ses grif</td>
</tr>
</tbody>
</table>
To perform a search:

- Type your search term in the “Search for”: box
- Select the type of search from the “Search by”: screen
- Click the “Begin Search” button to perform the search
Sample Search Results

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

<table>
<thead>
<tr>
<th>#</th>
<th>Relevance</th>
<th>Full Title</th>
<th>Copyright Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[3]</td>
<td></td>
<td>Born to be.</td>
<td>TX0005844864</td>
<td>2003</td>
</tr>
</tbody>
</table>

**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.

**Preregistration**
Records for unpublished works in the process of being prepared for commercial distribution.
Monograph
Sample Registration Record

Star Wars roleplaying game : Galactic campaign guide / Peter Schweighofer &...

Type of Material: Text
Registration Number / Date: TM0005817949 / 2003-09-19

Title: Star Wars roleplaying game : Galactic campaign guide / Peter Schweighofer & Jo Wiker.
Other Title: Galactic campaign guide
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: PRE000000070 / 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

Justic League adventures.

Type of Material: Serial
Title: Justice League adventures.
Serial Publication Year: 2001
Description: print material.
Frequency: Monthly.
Publication History: No. 1, Jan. 2002-
Issues Registered: no. 1, Jan02. Claimant: DC Comics. Created: 2001; Pub. 2001-11-02; Reg. 2001-12-11; TX0005442586
no. 3, Mar02. Claimant: DC Comics. Created: 2001; Pub. 2001-12-28; Reg. 2002-01-28; TX0005474523
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.
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

<table>
<thead>
<tr>
<th>Name type</th>
<th>Search example</th>
</tr>
</thead>
<tbody>
<tr>
<td>personal name</td>
<td>Crichton Michael</td>
</tr>
<tr>
<td>compound name</td>
<td>Marquez Gabriel Garcia</td>
</tr>
<tr>
<td>corporate name</td>
<td>Walt Disney Company</td>
</tr>
</tbody>
</table>

Basic Search | Other Search Options

- Search For: brown dan
- Search By: Title (omit initial article A, An, The, El, La, Das etc.)
- Name (Crichton Michael; Walt Disney Company)
- Keyword
- Registration Number (for V/Au 598-675 type vau000598675)
- Document Number (for V/2606 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

<table>
<thead>
<tr>
<th>To retrieve  ...</th>
<th>Type ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR-320-918</td>
<td>sr0000320918</td>
</tr>
<tr>
<td>VAu-598-764</td>
<td>vau000598764</td>
</tr>
<tr>
<td>Pre000000020</td>
<td>Pre000000020</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>To retrieve ...</th>
<th>Type ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>V2606 P87</td>
<td>v2606p087</td>
</tr>
<tr>
<td>V3510 D565</td>
<td>v3510d565</td>
</tr>
</tbody>
</table>
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.
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

### Search Tips

1. **Optional** -- Set **Search Limits** before following the steps below.
2. **Search for**: Enter a word, several words, or a phrase in the box.
3. 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).
4. **Search by**: **Select an Index Name** from the drop-down menu.
5. From the following radio buttons, select **AND**, **OR**, or **NOT** (boolean operators) to add more information to the search (see **Boolean Searching** help page for assistance).
6. Repeat steps 2, 3 and 4 to refine your search further by using the last set of fill-in blanks and menus.
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*.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Search Examples</th>
<th>Retrieval Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Rodgers AND Hammerstein &quot;Civil war&quot; AND Virginia rock AND roll</td>
<td>Retrieves only records containing both terms.</td>
</tr>
<tr>
<td>OR</td>
<td>eighties OR 80s OR 1980s livin OR living email OR e-mail OR &quot;electronic mail&quot;</td>
<td>Retrieves records containing either one or more terms.</td>
</tr>
<tr>
<td>NOT</td>
<td>Mexico NOT new jockey NOT disc &quot;Civil war&quot; NOT American</td>
<td>Excludes records containing the second term.</td>
</tr>
</tbody>
</table>
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
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 copysearch@loc.gov or telephone Copyright Reference & Bibliography Section at (202) 707-6850