

# Film

## A guide to finding information

The aim of this guide is to introduce you to some of the sources of information held in Oxford Brookes University Library, which may be useful to you during your study of Film.

### Getting started - Library homepage

<http://www.brookes.ac.uk/library/>

The image shows a screenshot of the Oxford Brookes University Library homepage with several callout boxes providing instructions:

- Need a journal, print or online? Find it here.** (Points to the 'Journal titles' link in the navigation bar)
- Looking for a print book or e-book? Use this.** (Points to the 'Books & e-books' link in the navigation bar)
- Hunting for articles or images for your topic? Search a specialist database.** (Points to the 'Find a database' link in the navigation bar)
- Find your reading list online and link directly through to LibrarySearch for each entry.** (Points to the 'Reading lists' link in the navigation bar)
- LibrarySearch box**  
Search a range of Library content in one go. (Points to the search input field)
- Need help? If the Subject Help pages don't have the answer, contact your Academic Liaison Librarian.** (Points to the 'Subject help' link in the navigation bar)

The homepage features a navigation bar with links: LibrarySearch, Books & e-books, Journal titles, Find a database, Reading lists, and Subject help. Below this is the 'LibrarySearch' section with a search box and a 'Go' button. The 'QUICK LINKS' section includes buttons for Library services, Library users, Teach yourself, Research, Dissertations and theses, Virtual tour, Headington Library, Referencing & plagiarism, EndNote, Exam papers, Interlibrary loans service, Feedback and comments, Site A - Z, and Contact us. The 'SUBJECT HELP' section features a graphic of two people and a link for 'Specialist help from your Academic Liaison Librarian'.

## Finding books and DVDs

### LibrarySearch

The key to finding what the Library holds is LibrarySearch. It includes details of all the material held in this Library, as well as in many other libraries worldwide, and where to find it. Material held at Brookes will be prioritised in the result rankings. You can access LibrarySearch from terminals in the Library, any of the pooled computer rooms or off-campus at:

<https://oxfordbrookes.on.worldcat.org/discovery>

Most stock of relevance to Film students will be found on Levels 2 and 4 of the Headington Library, though other useful materials may be found scattered in several different places in the Library or at our other sites. LibrarySearch includes details of books, journals (see below) and audio-visual material and will tell you if an item is out on loan and, if so, when it is due back. Items on reading lists may have been put in the **Short Loan Collection** on Level 1; LibrarySearch will give you this information.

You can log in to LibrarySearch and then select **My Account** to see what you have on loan and check whether your holds (reservations) are ready for you to collect.

### Using LibrarySearch

You can search for books using the author and/or key words from the title, eg. *Buckland film studies*. Search for journals and magazines by title, eg. *Sight & Sound*. Search by name for people or institutions to find material by or about them, eg. *Martin Scorsese* or *Studio Ghibli*. When you have run a search the side menu gives you the opportunity to focus your search, for example to a particular format or year. When you have found the item you need on LibrarySearch check to see that it is on the shelves. If it is, note down the full call number, also known as a shelfmark, including the letters at the end, eg. 791.43015 BUC. If the item you need is on loan or at another site click the **Place Hold button** and make a reservation (hold).

**DVDs** are shelved alongside the books, according to their director's nationality. You will also find critical works about the film, biographies of the director and the film script if we have it, all shelved together around the same call number as the film. When you're looking for a film, you can search by the title, then scroll down the results and choose 'DVD' from the 'Format' options. If we don't have a particular DVD, check on BoB (Box of Broadcasts) – see p.4 of this guide. Films on BoB are not listed on LibrarySearch.

### Reading Lists

You can search for an online version of your reading list by module name or number. There will also be a link to it on Moodle. Items on the reading list are linked to LibrarySearch so one click will tell you the call number and whether the item is on the shelves.

### Browsing

You may find it helpful, even inspirational, to go and look at the books on the shelves to see what is relevant to your work. Use the call numbers below to direct your browsing.

## Useful call numbers for Film

<b>791.43</b>	<b>Film (general)</b>
791.43655	Action films, crime films, film noir
791.43096	African cinema
791.430973	American cinema
791.433	Animated films
791.43095	Asian cinema
302.2343	Audiences
791.430994	Australian cinema
791.430941	British cinema
778.53	Cinematography
791.43617	Comedy films
791.430971	Canadian cinema
791.430951	Chinese cinema
070.18	Documentary films
791.43094	European cinema
791.43028	Film acting
791.437	Film adaptations
791.430233	Film direction
791.4302330922	Film directors
778.535	Film editing
791.430681	Film finance
384.8	Film industry
778.5	Filmmaking – technical aspects
781.542	Film music
791.430280922	Film stars
791.4301	Film theory
791.430944	French cinema
791.430943	German cinema
791.4309	History of cinema
791.430973	Hollywood cinema
791.436164	Horror films
791.430953	Indian cinema
791.430955	Iranian cinema
791.4309415	Irish cinema
791.430945	Italian cinema
791.430952	Japanese film
791.430993	New Zealand cinema
791.43612	Realist films
791.430947	Russian cinema
791.43615	Science fiction & fantasy films
808.23	Screenwriting
302.2343	Sociology of film
791.430972	South American cinema
791.430946	Spanish cinema
791.4309561	Turkish cinema
791.436278	Westerns
791.43082	Women in cinema

**Oversize** books are shelved separately near the book sequence.

## Print reference works

### Dictionaries and encyclopaedias

These can be found in Zone D on Level 4 of the Library, most will be for reference use only. They are useful for looking up unfamiliar terms or finding explanations of a subject. Directories, specialised dictionaries and encyclopaedias may be helpful for getting an overview of a film topic, looking up technical terms, or finding details about a specific filmmaker.

Sources include:

Katz, E. <i>The film encyclopedia</i>	791.4303 KAT
Pearson, R. (ed.) <i>Critical dictionary of film and television theory</i> .	791.4303 CRI
Thomson, D. <i>The new biographical dictionary of film</i> .	791.4303 THO

We also have online reference sources available via the Library web site, for example:

Kuhn, A. and Westwell G. (2012) *A Dictionary of Film Studies*. Available via LibrarySearch or the database *Oxford Reference Online*

## Watching films

### Viewing DVDs

Most videos and DVDs are available for 1 week loan. Key films on reading lists may have been put into Short Loan where they can be borrowed for 24 hours.

To view films in the Library, you can use the video/DVD/Blu-Ray players or play DVDs on any of the networked computers – please use headphones.

### Box of Broadcasts (BoB)

BoB is an online service available to Brookes staff and students which lets you view and record radio and TV programmes. You can:

- Watch programmes from the archive.
- View a listing of past and forthcoming programmes and record items from this.
- Create clips and compile playlists and share these with others.

#### Tips on accessing BoB:

- Click on the Login button on the BoB home page – you'll then be prompted to look up your University.
- Navigate using options Search; Programme Guide; MyBoB.

## Finding journal articles and more

### Journals, magazines and newspapers

Print journals and magazines can be found in the mobile shelving in the Basement. They are shelved in call number order. Many film journals are available online. All our journals can be found on LibrarySearch by searching under the title of the journal, use the **Journal titles** tab. To find individual journal articles on your topic - see Databases section below for guidance on tracing information in journals.

Newspapers can be useful sources of information for a wide range of subjects, including reviews of films and feature articles on directors. As they are published frequently, they are often the best sources for current, up-to-date information. More information on searching for news stories can be found from our web page:

## Databases

The Library subscribes to a wide range of electronic databases, some of which contain details of journal articles (and sometimes book chapters, book reviews and conference proceedings) on particular subjects. You can search these databases using keywords to find details of relevant articles for your assignments and research. There are also collections of tutorials, image and audio-visual databases and online reference sources.

There are three types of journals database. The first and most basic type provides an indexing service only, providing sufficient bibliographic information (i.e. author and title of the article, the name of the journal, dates and pages) to locate the article. The second type also provides an abstract, that is a brief summary of each article's contents. The third type will provide the full text of the article.

Where articles are not available online in full text the next step is to check LibrarySearch for the titles of journals containing articles you wish to read. When you find the journal you are looking for it is important to check the holdings information to be sure that we have the issue you need. Sometimes we will have a journal in both print and electronic format but the holdings information is likely to be different, you need to choose the format that covers the date you are seeking.

Databases can be accessed on pooled room computers in the Library or in any pooled computer room as well as from outside the University. Usually your Brookes login will be requested, details for those resources with a different login can be found via Library E-resources:

<https://sites.google.com/brookes.ac.uk/library-e-resources/home>

Select the **Find a Database** tab from the Library homepage to browse by subject or search alphabetically for the resource you need. Below is a list of the most useful databases for Film:

### Key databases

#### *Performing Arts Periodicals Database*

A very significant database for the performing arts, containing over a third of a million references to journal articles and reviews on dance, film, musical theatre, opera, performance art, television and theatre. Full text articles are available for about 160 journal titles.

#### *Academic Search Complete*

This is a multi-disciplinary database which includes full-text articles from several film journals.

#### *Art Full Text*

A major art database which includes various full-text film journals

#### *Communication & Mass Media Complete*

This database provides full-text articles from more than 200 journal titles, including a large number of key film journals.

#### *Film Scripts Online Series*

Scripts and authorised versions of copyrighted screenplays. Also provides detailed information about scenes, characters and people, including score composers, related to the films.

#### *JSTOR*

Archive of older full-text articles from a range of academic journals in a wide range of humanities and social sciences disciplines.

## Also useful

### *Factiva*

An international news database. It includes US newspapers and entertainment magazines such as *Hollywood Reporter* and *Daily Variety* which are good for film reviews.

### *LexisLibrary*

Gives access to full-text newspaper articles, including film reviews, from UK national and local newspapers. To search the database for news articles, click on *News* in the menu bar on the initial screen.

### *RILM Abstracts of Music Literature*

Covers material published since 1967. Good for digital and all aspects of soundtracks for film and television. Well worth a look.

## Referencing

Acknowledging your sources correctly is a very important part of any academic work you do, failure to do so can affect your marks and may leave you vulnerable to charges of plagiarism. The recommended style for students in the School of Art is Harvard, which is an author/date style. Please check with your department about any specific guidelines they produce (e.g. in a course handbook). The Library produces a guide to citing your references using the Harvard system. The Library guide can be found in the Help Zone on Level 1 of the Library or online at:

<http://www.brookes.ac.uk/library/library-services/library-research-guides/>

For more detailed guidance you may wish to look at the following:

[Cite them right online](#)

Search for the type of resource you need to reference and you will be given clear examples of both in-text and reference list citations.

Pears, R and Shields, G. (2019) *Cite them right: The essential referencing guide*.  
11th edition.

808.02 PEA

If you are still unsure you can talk to your tutor, your Academic Liaison Librarian (contact details below) or Upgrade staff. Upgrade is the University study skills service, for contact details and information about the help it offers go to:

<https://www.brookes.ac.uk/students/upgrade/>

## Managing your references using EndNote

EndNote enables you to collect, store and manage references in your own personal 'Library'. There is a desktop version available on the Oxford Brookes network, and a web version freely available to all Brookes staff and students.

EndNote is recommended for anyone to improve efficiency when studying, doing research and creating bibliographies. You can enter references manually into your Endnote desktop/web Library or transfer them directly from databases. References from your Library can then be inserted into your Word documents and used to create bibliographies in the style of your choice.

For more information, see our Library web pages at

<http://www.brookes.ac.uk/library/library-services/endnote/>

The Library runs drop in training sessions on Endnote Web, for times and dates see:

## Researching for your dissertation or MA

- See the guide *Literature searching for your Film dissertation* available from the **Subject Help pages for Film**.
- You are welcome to contact your Academic Liaison Librarian for help with finding sources for your essays or dissertation.

## Sources beyond Brookes

When doing research for an in-depth project such as your dissertation you are likely to come across references to publications which are not held at Oxford Brookes Library. The **Interlibrary Loan** service will be able to supply you with most other items you need. We make a charge for every item we provide for you. Journal articles can usually be supplied in 3 working days; other materials will take longer.

Dissertation-level undergraduate students, postgraduates, researchers and staff are entitled to join the Bodleian Library at Oxford University. Ask at the Help Zone for an application form or download one from our web pages at:

<http://www.brookes.ac.uk/library/library-services/borrowing/access-to-other-libraries/>

## More information

If you need any more information or help please contact your Academic Liaison Librarian, **Chris Fowler** by email, telephone or at her office, JHB 310, on Level 3 of the Headington Library.

Chris' full contact details are:

Chris Fowler Academic Liaison Librarian for the School of Arts Oxford Brookes University Library John Henry Brookes Building Headington Oxford OX3 0BP Tel: 01865 485075 Email: cbfowler@brookes.ac.uk
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