

## **APPENDIX B - GLOSSARY**

The following glossary includes general cataloging terms, cataloging terms adapted for use in cataloging moving image materials, and terms used specifically for cataloging moving image materials. The sources used for compiling this glossary are listed in Appendix G - Bibliography. Relatively few credit and technical terms have been included. Sources for definitions of additional credit and technical terms not noted here may also be found in Appendix G.

## A

**Access point** - a name, term, code, etc. under which a bibliographic record may be searched and identified. See also Heading.

**Accompanying material** - non-moving image materials which are related to the production of the item or are intended to be used with it.

**Added entry** - an entry, additional to the original release title, by which an item is represented in a catalog, e.g., production company name, director name, cast names, variant titles, etc.; a category of access point (q.v.).

**Alternate title** - see Variant title.

**Alternative title** - the second part of a title proper that consists of two parts, each of which is a title; the parts are joined by the word "or" or its equivalent in another language, e.g. The LIMEJUICE MYSTERY, OR, WHO SPAT IN GRANDFATHER'S PORRIDGE? (The alternative title is, WHO SPAT IN GRANDFATHER'S PORRIDGE?)

**Animator** - the person responsible for moving image works or portions thereof which are created by photographing drawings, sculptures, or other inanimate things in sequence to create the illusion of movement.

**Avant-titre** - in library usage, other title information introducing the title proper and occurring above the item's title proper on the prescribed source of information for the title and statement of responsibility.

## B

**Base** - see Film base.

**Bibliographic description** - a set of bibliographic data recording and identifying an item.

## **B (cont.)**

**Body of the entry** - that portion of the catalog record that begins with the title (area 1) and ends with the production, distribution, etc. area (area 4).

**Broadcast** - see Telecast.

**Broadcast date** - see Original telecast date.

## **C**

**Caption** - see Subtitle.

**Cartridge** - a permanently encased film or tape which has the ends joined together to form a loop that provides playback without rewinding. Also, the case itself. See also Loop.

**Cassette** - a permanently encased film or tape that winds and rewinds from reel-to-reel.

**Cast** - a collective term for actors and their roles. Names of actors may be preceded by such terms as: starring, co-starring, also starring, introducing, featuring, guest star, guest appearances, cameo appearance, or with. A broad distinction is made between cast and credits by defining cast as those in front of the camera and credits as those behind the camera. See also Talent.

**Catalog** - a descriptive list of materials contained in a collection, an archive, or a group of archives, arranged according to some definite plan, e.g., by title.

**Cataloging agency** - the organization or institution, etc. responsible for the creation of a catalog.

**Cinematographer** - the person in charge of all camera operations, who plans the technical aspects of lighting and photographing of scenes, and also often assists the director in the choice of angles and setups of the camera, and mood of lighting. He/she may also supervise the further processing of filmed material up to completion of the workprint.

**Claimant** - the person or corporate body in whom is vested the rights of ownership and protection against unauthorized use of any given published or unpublished work.

**Clip(s)** - a short section or sections extracted from a film. When created during the process of editing, the short sections are often called cuts or trims (q.v.).

## **C (cont.)**

**Collective title** - a title proper that is an inclusive title for an item containing several works.

**Commercial** - a short persuasive film, often of 15 to 60 seconds duration, usually highly contrived and normally shown on television, which attempts to convince the audience to buy a product, take some specific action, or adopt a favorable view towards some product, institution, business or issue. See also Public service announcement.

**Commercial sponsor** - a person or corporate body who helps finance the production/broadcast of a television program without control over the contents of the production. Such sponsorship is normally done in order to advertise a product or for the purposes of public relations, and usually also involves merely the purchase of a short time slot in which to present a commercial. See also Sponsor; Commercial.

**Compilation** - a moving image work composed of thematically or graphically organized segments of other works, edited together to present an altogether new work.

**Container** - any housing of an item, a group of items, or a part of an item, which is physically separable from the material housed. (A film can is a container; a cassette or cartridge is not.)

**Contents note** - a formally structured note beginning with the word "Contents:" which lists the individual parts, segments, etc. of a moving image work which is so divided.

**Cooperation/In association with** - a credit for a corporate body or person, other than the main production company or staff, who aids in one or more production functions.

**Co-production** - a moving image work resulting from the joint efforts of two or more production companies often based in different countries. See also International co-production.

**Copy** - any reproduction. For moving image works, the term is generally used to indicate or describe any format or generation of a work, whether an original or a reproduction, as in the phrase "the original copy." In archival moving image cataloging, the term has been defined quite specifically to mean "an item which is a duplicate in every physical characteristic or which varies only in duration, and the variation is minor" (see p. 93).

## **C (cont.)**

**Copy status (generation)** - the collective name for terms used to differentiate original material and successive duplicates. The more generations away from the original (whether photographic, magnetic, or on disc) an item is, the greater will be the degradation in quality of image and/or sound.

**Copyright** - the exclusive legal right to reproduce and sell the matter and form of an intellectual or artistic work.

**Copyright registration** - the public record of ownership in intellectual or artistic property.

**Corporate body** - an organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

**Country of origin** - the country or countries where the principal offices of the production company (or companies) of a moving image work are located.

**Country of production** - see Country of origin.

**Credit sequences** - the sequences or succession of frames or images upon which titles and cast/credit functions -- together with the names of persons performing those functions -- are placed. Credit sequences may occur before, during, and/or after the main action of the moving image work.

**Credits** - the names and functions of persons responsible for the production and/or artistic or intellectual content of a moving image work. The term "credits" is often used more specifically to distinguish between those behind the camera from "cast," those in front of the camera.

## **D**

**Dailies** - see Rushes.

**Director** - the person who has overall responsibility for interpreting meaning and expression during the production of a moving image work. The extent of the director's involvement can depend upon the individual, or production company, or practices within the country concerned.

**Distribution** - the sale, lease, and rental of moving image works. See also Telecast.

**Distribution print** - see Print.

## **D (cont.)**

**Distributor** - the person or corporate body who acts as agent between the production company and the exhibitors, or who sells, leases, rents, or in some manner makes available moving image works.

**Documentary** - a moving image work depicting actual persons and/or events.

**Domestic record** - moving image material, the subjects of which are family events, usually filmed or recorded by an amateur. Home movies are domestic records. See also Personal record.

## **E**

**Editing** - the selection, arrangement, and assembling of scenes following a script and in creative cooperation with a director, or to the best advantage for the purpose at hand.

**Edition** - see Variation with minor changes; Version with major changes.

**Edition statement** - a word or phrase, or a group of characters indicating that an item belongs to a particular version or variation. The edition statement may include statements of responsibility and parallel and additional edition statements.

**Educational film/video** - a moving image work designed to inform, edify, or instruct.

**Element** - a word, phrase, or a group of characters representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description.

**Emulsion** - the coating, consisting of gelatin and silver salts (unprocessed film) or gelatin and metallic silver (processed film) or iron oxide (for magnetic sound) bonded to and supported by a film base. The type of emulsion mixture determines whether the film is positive or negative.

**Entry** - a record of an item in a catalog. See also Heading.

**Episode title** - a title assigned to the individual parts of a series or serial and which, together with the series/serial title, form an integral part of the title proper of a moving image work.

**Excerpt** - a part, usually a complete scene or sequence, taken from a complete moving image work. An excerpt is distinguished from a clip by the fact that an excerpt is usually longer and gives a more detailed sense of the complete work than a clip does.

## **E (cont.)**

**Explanatory reference** - an elaborated “see” or “see also” reference that explains the circumstances under which the headings involved should be consulted.

## **F**

**Feature** - a commercially released motion picture of four or more 35 mm. reels in length, i.e., 1200 m. (4000 ft.) or the equivalent in time -- ca. 40 min. See also Short.

**Film base** - the material, e.g., acetate, nitrate, diacetate, or polyester, that supports the photographic emulsion.

**Film clip** - see Clip(s).

**Film stock** - unprocessed film and the various sizes of rolls in which it is available. Also, any specific type of film, usually designated by a manufacturer’s number.

**Flash frame** - a single frame inserted into a shot to provide an instant of a different image.

**Flash title** - temporary form of titles for cutting, usually 2-3 frames in length, used merely to mark the places in films where titles belong.

**Formal note** - see Note.

**Format** - in its widest sense, any particular physical presentation of an item, e.g., film, videocassette, videodisc.

## **G**

**Gauge** - the width of motion picture film in millimeters.

**General material designation** - a term indicating the broad class of material to which an item belongs, e.g., motion picture, videorecording. See also Specific material designation.

**Generation** - see Copy status (generation).

## **H**

**Heading** - a name, word, or phrase placed at the head of a catalog entry to provide an access point in the catalog. See also Access point; Added entry.

## **H (cont.)**

**Home movies** - see Domestic record; Personal record.

## **I**

**In association with** - see Cooperation/In association with.

**Informal note** - see Note.

**Interior titles** - see Intertitles/Interior titles.

**International co-production** - a moving image work resulting from the joint efforts of two or more production companies based in different countries.

**International Standard Book Number (ISBN)** - see Standard number.

**International Standard Serial Number (ISSN)** - see Standard number.

**Intertitle rolls/title bands** - the printed titles that have been separated from their corresponding picture.

**Intertitles/Interior titles** - titles within the main body of a film, such as dialogue, continuity, and informational titles. Silent films used intertitles.

**Issue** - those copies of a version of a moving image work that were offered for distribution by a specified source or combination of sources at a single time.

**Item** - a document, a group of documents or a part of a document in any physical form, considered as an entity and as such forming the basis for a single bibliographic description.

## **K**

**Key title** - the unique name assigned to a serial by the International Serials Data System and inseparably associated with its International Standard Serial Number (ISSN).

## **L**

**Laboratory** - the name of the corporate body/place where the moving image item has been developed and printed. When a laboratory credit appears on a film, it indicates the laboratory which processed the negative and/or release print.

## L (cont.)

**Leader** - in general, any strip of blank film attached to action-image film or sound track and used for equipment threading purposes. Also, strips of blank, clear, or black film used for spacing purposes in the editing of workprints and the preparation of A and B rolls.

**Loop** - a length of film or tape that is joined together at both ends in order to permit playback without rewinding. See also Cartridge.

## M

**Magazine format film/program** - a non-fiction film or program which takes the form of a number of stories on topics of current interest which are treated in a more general, in-depth, and/or reflective way than they would be on a newsreel or hard-news television program.

**Main entry** - 1. the complete catalog record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings of all other headings under which the record is to be represented in the catalog. 2. the single element which is chosen to begin the complete record and under which it is filed.

**Material** - one of a range of physical forms for the recording of data.

**Mixing tracks** - separate sound tracks which are combined to produce the final soundtrack of a film. Mixing tracks may include music, sound effects, and dialog tracks. See also Music and effects tracks.

**Monographic item** - a non-serial item, either complete in one physical unit or complete in a finite number of units.

**Motion picture** - a length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession.

**Moving image materials** - a range of physical forms upon which visual images, with or without sound, have been recorded or registered and which create the illusion of movement when projected, broadcast, or played back.

**Multi-part item** - a limited series or serial comprising two or more distinct items, no one of which is identifiable as being of primary importance.

**Music and effects track** - a sound tape or track containing all sound except the spoken word, often intended for international use to allow the easier production of different language versions. See also Mixing tracks.

**Mute** - a film whose geometry reflects the expectation that a sound track may be added, but which lacks sound.

## N

**Network** - see Television network.

**Newsclip(s)** - one or more segments edited from newsreels and/or television news broadcasts.

**Newsfilm** - spot news, interviews, features, sports, etc., used on television news programs. Also used to describe footage that appears to have been intended for a theatrical newsreel or photographed by a newsreel company, but cannot be positively identified as such.

**Newsreel** - a non-fiction film, or series of such films, released theatrically in periodic issues, each issue consisting of a number of stories reporting and commenting on recent events.

**Note** - a brief comment or explanation about the bibliographic description, history, or content of a moving image work, which does not readily fit into other areas of a standardized catalog record. Notes are formal when they are introduced by a standardized word or phrase, followed by a colon, space. Otherwise, they are considered informal.

## O

**Original release date** - the year, and if known the day and month, on which a film was first offered for distribution. Also, in certain circumstances, the date of first public screening in the form finally offered for distribution.

**Original release title** - the title used on the first release or broadcast in the country of origin of the version of the film or videorecording which is being described. The original title is used as the title proper for archival film and video recordings, in recognition of the impermanence of film titling.

**Original telecast date** - the day, month, and year, and optionally also the time (indicated by the use of the twenty-four-hour clock) at which a program was first broadcast in the country of origin.

**Other title information** - a word or phrase, or a group of characters appearing in conjunction with, and subordinate to, the title proper of the item. Other title information also occurs in conjunction with and subordinate to: parallel titles, variations of the title proper, episode titles, contents titles, titles of series, or of subseries. Other title information qualifies, explains or completes that title to which it applies, or is indicative of the character, contents, etc. of the item or the works contained in it, or is indicative of the motive for, or the occasion of, the item's production. The term includes subtitles and avant-titres.

## **O (cont.)**

**Other title information of series** - see Other title information.

**Outtakes** - in general, any shot which is removed from a moving image work. More specifically, shots which are not included in the moving image work as originally released or broadcast.

## **P**

**Parallel edition statement** - the edition statement in another language and/or script; also any edition statement, additional to the first, and corresponding to a given parallel title.

**Parallel series title** - the title of a series in another language and/or script; also, any series title qualifying as an original series title but which is not chosen for inclusion as the first named title (other than variant forms of the same title) and reissue/rerelease series titles appearing on the item described.

**Parallel title** - the title proper in another language and/or script; any title qualifying as an original title but which is not used as the title proper; any title appearing on the item described which is not an original title, and any title by which the work in hand is commonly known to users and researchers.

**Part title** - the title of one of the subordinate units into which an item has been divided. See also Episode title.

**Personal record** - moving image materials, the subjects of which are normally personal events, usually filmed or recorded by an amateur. Home movies may be personal records. See also Domestic record.

**Physical description** - a set of physical data recording and characterizing a moving image work.

**Playback mode** - the identification of the system required to reproduce the images and sound recorded on a videotape or disc.

**Prescribed punctuation** - grammatical marks or signs used according to standardized rules to precede or enclose the information in each element or area (other than the first) of a bibliographic description.

**Prescribed source** - the documents or reference works, designated by cataloging codes, from which information may be taken for entry in each element or area of the bibliographic description. See also Principal source.

## **P (cont.)**

**Presenter** - for film: a vanity credit; in the early years of motion picture production normally the head of a studio; currently a person or corporate body who is associated with production, finance, or distribution in some unspecified way. In British television usage: a newscaster who is in overall control of the presentation of a news or current affairs program.

**Preview** - see Trailer.

**Principal source** - in traditional library usage, a prescribed portion of the item being cataloged which is considered to take precedence over any other information when recording elements of the bibliographic description (e.g., the title page). For moving image cataloging, the established body of knowledge concerning original moving image works - as determined by those involved in their production and by scholars, researchers, and archivists. See also Prescribed source.

**Print** - the positive picture made from an original or duplicate negative in which the tonal values and colors in the original subject matter are duplicated. In archival moving image cataloging, two categories of prints are specified: (1) a viewing or reference print which may be viewed by individuals within archives, usually on editing tables, and (2) a distribution print which was made for projection and can be lent for screenings at other institutions.

**Producer** - the person who bears the ultimate administrative and financial responsibility for a film. In practice, the role of a producer may be much wider and can include artistic involvement.

**Production company** - the name of the company under whose financial, technical, and organizational management a moving image work is made. In a broad sense, the production company is responsible for the overall creation of the work.

**Production date** - the year in which the production of a moving image work was completed; or sometimes the period of time from the beginning of shooting until completion of the work.

**Production number** - a number given to a television program or feature film as a means of insuring accuracy in assigning costs and other accounting information. Production numbers may appear on the item itself, the leader, can, housing, accompanying documentation, etc.

**Production rolls** - a general term for the various types of production elements (film usually wound on cores) before they are cut and assembled into reels.

**Program** - a fictional or nonfictional presentation or performance broadcast on television.

## **P (cont.)**

**Projection format** - the identification of the equipment required to reproduce, normally on a screen, the images recorded on a film and to amplify any accompanying sound.

**Pseudonym** - a fictitious name assumed by an individual or a group of individuals.

**Public service announcement** - a short film or videorecording presented by a nonprofit organization which attempts to persuade the audience to take some specific action or adopt a favorable view towards some service, institution, issue, or cause. See also Commercial.

**Publication** - see Distribution.

## **R**

**Record** - 1. in archival moving image cataloging: a noun used as an introductory word in a supplied title to describe unedited moving image material that appears to be coverage of events not specifically staged for the purposes of filming or taping. See also Unedited materials. 2. in general use as a verb: to register information, permanently or in a reproducible form, by photographic, electronic, mechanical, or manual means; to set down in writing.

**Reel** - 1. a unit in which film or videotape is handled. For film, at one time, the length of a reel was not greater than 400 m. (1000 ft.) of 35 mm. film, corresponding to about 10 minutes of projection time. 2. the term used for the spool upon which a reel of film or tape is handled. See also Roll.

**Reference** - a direction from one heading or entry to another.

**Reference print** - see Print.

**Reference source** - any source, often but not always a publication, from which authoritative information may be obtained. Not limited to formal reference works.

**Reissue** - see Rerelease/reissue.

**Related title** - the name of a separate work upon which the item being cataloged is based, or which has some other established connection with it.

**Release** - the distribution and exhibition of a moving image work.

**Release date** - see Original release date.

## **R (cont.)**

**Releaser** - the agent or agency responsible for the distribution of a moving image work.

**Remake** - the later production, with different credits, scripts, or casts, of a story previously filmed or recorded.

**Rerelease/reissue** - revival and redistribution of a film.

**Roll** - a short length of film, usually wound on a core. When cut and assembled into longer lengths, rolls become known as reels. See also Reel.

**Romanization** - conversion to roman-alphabet form of names or text not written in the roman alphabet.

**Rushes** - picture and sound workprints of a day's shooting, often shown before the next day's shooting begins.

## **S**

**Screenwriter** - the writer of an original script or the adapter of a preexisting work for the purposes of creating a film or video production.

**Segment** - a constituent part of a moving image work; in newsreels, newsfilm, or magazine format programs, one of the separate stories of a given issue or broadcast.

**Serial** - 1. film usage (theatrical serial): a type of "short subject" film which was characterized principally by the episodic development of a story which was presented in installments over a period of several weeks. The serial engaged audience interest in a hero or heroine whose exploits reached an unresolved crisis at the end of each episode. The predominant genre of the serial was melodrama. Serials remained popular with motion picture audiences until production of them ceased in the early 1950s. 2. television usage (television serial): a group of programs with storyline continued from episode to episode. 3. library usage: a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series.

**Series** - a group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. See also Television series.

## **S (cont.)**

**Series statement** - the main elements identifying a series, or a series and one or more subseries, including any numbering of the separate items within the series or the subseries.

**Short** - commercially released moving image material that is brief in length, usually not more than three 35 mm. reels (or the equivalent in time), i.e., not a feature. See also Feature.

**Sine loco** - without place, i.e., without the name of the place of production or distribution, etc.

**Sine nomine** - without name, i.e., without the name of the production company or distributor, etc.

**Sound track** - the recorded patterns or modulations in a specific area of a tape or film that represents the dialogue, sound effects, and/or music which accompanies or is designed to accompany the picture information of a moving image work.

**Specific material designation** - a term indicating the special class of material (usually the class of physical object) to which an item belongs, e.g., videocassette.

**Sponsor** - a person or corporate body who commissions and/or finances the production of a film, usually for other than theatrical exhibition, and almost always for furtherance of public relations, or similar purposes. Typically, the sponsor exercises some measure of control over the artistic and/or intellectual content of a work. See also Commercial sponsor.

**Standard number** - the International Standard Number (ISN), e.g., International Standard Book Number (ISBN), International Standard Serial Number (ISSN), or any other internationally agreed upon standard number, that uniquely identifies an item. At this time there is no standard number for moving image material, although some items may have been assigned an ISBN.

**Statement of responsibility** - a statement relating to the identification and/or function of any persons credited with participation in the creation and/or production of a moving image work.

**Station** - see Television station.

**Stock** - see Film stock.

**Studio** - the name of the place where motion pictures are made or which is equipped for the production of television programs.

**Subsequent copyright owner** - the person or corporate body to whom rights of ownership are sold or otherwise given.

## **S (cont.)**

**Subseries** - a series within a series; i.e., a series which always appears in conjunction with another, usually more comprehensive, series of which it forms a part. Its title may or may not be dependent on the title of the main series.

**Subseries statement** - the main elements identifying a subseries, including any numbering of the separate items within the subseries. In the case of a subseries, the title of which is dependent on the title of the main series, the subseries statement includes both the title of the series and the subseries and may also include a subseries designation.

**Subtitle** - 1. a title superimposed over action, usually at the bottom of the frame, used to translate foreign language dialogue, or to identify the scene. 2. any phrase appearing in conjunction with the title proper, parallel titles, or other titles, indicative of the character, contents, etc., of the item or the motives for, or occasion of its production. See also Other title information.

**Summary** - a short, accurate, and objective written description of the contents of a moving image work.

**Supplied title** - a title provided by the cataloger when an item has no title, and no title can be identified from any other source.

## **T**

**Talent** - term used in television to identify those in front of the camera. See also Cast.

**Telecast** - to broadcast on television, thereby making a work available to an audience. See also Distribution.

**Telecast date** - see Original telecast date.

**Telefeature** - a movie of 40 or more minutes in length, made for television broadcast rather than for theatrical release.

**Television commercial** - see Commercial.

**Television news** - coverage of current events on regularly scheduled broadcasts.

**Television network** - a group of television stations in different locations that share facilities and programs. Also the parent company which coordinates functions for the group, often producing programs for broadcast over the network.

## **T (cont.)**

**Television promo** - a short message intended for telecast, advertising a television program.

**Television serial** - see Serial 2. television usage.

**Television series** - a group of programs created or adapted for television broadcast with a common series title, usually related to one another in subject or otherwise. Often, television series appear once a week during a prescribed time slot; however, they may appear with more or less frequency. Television series are usually created to be open-ended, not with a predetermined number of episodes. In a fiction series, the programs typically share the same characters and basic theme.

**Television sponsor** - see Commercial sponsor; Sponsor.

**Television station** - a complete assemblage of television equipment for transmitting or receiving, or the name of a place where such a complete assemblage is located.

**Television trailer** - see Trailer -- TV.

**Theatrical serial** - see Serial 1. film usage.

**Theatrical newsreel** - see Newsreel.

**Theme** - an introductory word in a supplied title used to describe partially edited moving image materials which probably never had official titles, were probably not intended to be complete productions, or may or may not have been organized, but appear to be composed of footage on related topics.

**Title** - a word, phrase, character, or group of characters, normally appearing in an item, naming the item or the work contained in it.

**Title bands** - see Intertitle rolls/title bands.

**Title proper** - the chief name of an item, including any alternative title but excluding parallel titles and other title information, normally the original release title.

**Tracing** - the record of the headings under which an item is represented in the catalog. Tracings, if they are present, usually appear at the bottom of a catalog record.

**Track** - see Sound track.

**Trade mark/Trade name** - a symbol or brand name associated with all or some of the products of a publisher or production company.

## **T (cont.)**

**Trailer** - a publicity film, usually consisting of short excerpts from a forthcoming presentation, to be shown in a theater. A trailer is shown as part of a current program. Also called a preview.

**Trailer--TV** - a televised publicity message usually consisting of short excerpts from a forthcoming presentation to be shown in a theater. A trailer--TV is intended for television broadcast.

**Transliterate** - to represent or spell in the characters of another alphabet.

**Trims** - unused remnants cut from shots in a film. Trims may be carefully classified and put away since, in the progress of working from a rough cut towards a fine cut, they may be needed for incorporation in the film.

## **U**

**Umbrella series** - a broad title identification for a group of separate television series which have been linked together, primarily for publicity purposes.

**Unedited materials** - moving image records, either film or video, which have not been subjected to any systematic selection, arranging, or cutting procedures.

**Uniform title** - in library usage, the particular title by which a work that has appeared under varying titles is to be identified for cataloging purposes. See also Original release title.

## **V**

**Variant title** - any variation of the title proper (original release title). Examples include: parallel titles, rerelease/reissue titles, translation titles, working titles, etc.

**Variation with minor changes** - the deliberate issue of a moving image work with minor (non-significant) changes from the original issue. A variation with minor changes is distinguished from a version with major changes by the type and extent of the alterations.

**Version with major changes** - a deliberate issue of a moving image work with significant changes from the original issue. A version with major changes is distinguished from a variation with minor changes by the type and extent of the alterations. In popular usage, the term "version" has often been applied generically to indicate the presence of some change, either major or minor.

**Videodisc** - see Videorecording.

## **V (cont.)**

**Videorecording** - a recording on which visual images, usually in motion and accompanied by sound, have been registered; usually designed for playback by means of a television set. Current mediums for videorecordings include aluminum discs plated with magnetic alloys and magnetic tape.

**Videotape** - see Videorecording.

**Viewing print** - see Print.

## **W**

**Working title** - a title given to a film or videorecording during the course of its production.

**Workprint** - a print from original camera footage which is edited to a fine degree to achieve the final version.

## **APPENDIX C - ISO DATE STANDARD**

**[PHOTOCOPIED MATERIAL FROM “INTERNATIONAL STANDARD - ISO - 2014”]**

**3 PAGES - PP.204-206**

**APPENDIX D**

**CONVERSION CHARTS: METERS, FEET, MINUTES**

**Table 1: Length/Running Time Conversion Chart: Feet/Minutes**  
 (based on 1 foot = 16 frames at 35mm., 40 frames at 16mm.)

<u>FRAMES</u>	<u>LENGTH IN FEET</u>		<u>RUNNING TIME IN MINUTES</u>		
	<u>35 mm.</u>	<u>16 mm.</u>	<u>16 fps.</u>	<u>AT</u> <u>24 fps.</u>	<u>25 fps.</u>
80	5	2	0.08	0.06	0.05
160	10	4	0.17	0.11	0.11
320	20	8	0.33	0.22	0.21
480	30	12	0.50	0.33	0.32
640	40	16	0.67	0.44	0.43
800	50	20	0.83	0.56	0.53
960	60	24	1.00	0.67	0.64
1120	70	28	1.17	0.78	0.75
1280	80	32	1.33	0.89	0.85
1440	90	36	1.50	1.00	0.96
1600	100	40	1.67	1.11	1.07
2000	125	50	2.08	1.39	1.33
2400	150	60	2.50	1.67	1.60
2800	175	70	2.92	1.94	1.87
3200	200	80	3.33	2.22	2.13
4800	300	120	5.00	3.33	3.20
6400	400	160	6.67	4.44	4.27
8000	500	200	8.33	5.56	5.33
9600	600	240	10.00	6.67	6.40
11200	700	280	11.67	7.78	7.47
12800	800	320	13.33	8.89	8.53
14400	900	360	15.00	10.00	9.60
16000	1000	400	16.67	11.11	10.67
32000	2000	800	33.33	22.22	21.33
48000	3000	1200	50.00	33.33	32.00
64000	4000	1600	66.67	44.44	42.67
80000	5000	2000	83.33	55.56	53.33
96000	6000	2400	100.00	66.67	64.00

NOTE: The figure of 16 fps. is a notional running speed only, and is not meant to be a standard for silent film projection.

**Table 2: Length/Running Time Conversion Chart: Metres/Minutes**

(Running times are calculated on the basis that these lengths of film each correspond to one second of running time:

- 0.304 metres of 35 mm. at 16 fps.
- 0.456 metres of 35 mm. at 24 fps.
- 0.475 metres of 35 mm. at 25 fps.
- 0.1219 metres of 16 mm. at 16 fps.
- 0.1829 metres of 16 mm. at 24 fps.
- 0.1905 metres of 16 mm. at 25 fps.

These formulae may of course be applied by archives themselves for more precise calculations.)

<u>35 mm.</u>				<u>16 mm.</u>			
<u>METRES</u>	<u>RUNNING TIME IN MINUTES</u>			<u>METRES</u>	<u>RUNNING TIME IN MINUTES</u>		
	<u>16 fps</u>	<u>24 fps</u>	<u>25 fps</u>		<u>16 fps</u>	<u>24 fps</u>	<u>25 fps</u>
1	0.05	0.04	0.04	1	0.14	0.09	0.09
2	0.11	0.07	0.07	2	0.27	0.18	0.17
3	0.16	0.11	0.11	3	0.41	0.27	0.26
4	0.22	0.15	0.14	4	0.55	0.36	0.35
5	0.27	0.18	0.18	5	0.68	0.46	0.44
10	0.55	0.37	0.35	10	1.37	0.91	0.87
20	1.10	0.73	0.70	20	2.73	1.82	1.75
30	1.64	1.10	1.05	30	4.10	2.73	2.62
40	2.19	1.46	1.40	40	5.47	3.64	3.50
50	2.74	1.83	1.75	50	6.84	4.56	4.37
60	3.29	2.19	2.11	60	8.20	5.47	5.25
70	3.84	2.56	2.46	70	9.57	6.38	6.12
80	4.39	2.92	2.81	80	10.94	7.29	7.00
90	4.93	3.29	3.16	90	12.31	8.20	7.87
100	5.48	3.65	3.51	100	13.67	9.11	8.75
125	6.85	4.57	4.39	125	17.09	11.39	10.94
150	8.22	5.48	5.26	150	20.51	13.67	13.12
175	9.59	6.40	6.14	175	23.93	15.95	15.31
200	10.96	7.31	7.02	200	27.34	18.22	17.50
300	16.45	10.96	10.53	300	41.02	27.34	26.35
400	21.93	14.62	14.04	400	54.69	36.45	35.00
500	27.41	18.27	17.54	500	68.36	45.56	43.74
600	32.89	21.93	21.05	600	82.03	54.67	52.49
700	38.38	25.58	24.56	700	95.71	63.79	61.24
800	43.86	29.24	28.07	800	109.38	72.90	69.99
900	49.34	32.89	31.58	900	123.05	82.01	78.74
1000	54.82	36.55	35.09	1000	136.72	91.12	87.49
2000	109.65	73.10	70.18	2000	273.45	182.25	174.98
3000	165.47	109.65	105.26	3000	410.17	273.37	262.47
4000	219.30	146.20	140.35	4000	546.90	364.50	349.96
5000	274.12	182.75	175.44	5000	683.62	455.62	437.45
6000	328.95	219.30	210.53	6000	820.34	546.75	524.93

NOTE: The figure of 16 fps. is a notional running speed only, and is not meant to be a standard for silent film projection.

**Table 3: Length Conversion Chart: Feet/Meters and Meters/Feet**  
 (based on 1 foot = 0.3048 meters / 1 meter = 3.28086 feet)

<u>METERS FROM FEET</u>	<u>UNIT</u>	<u>FEET FROM METERS</u>
0.305	1	3.281
0.610	2	6.562
0.914	3	9.843
1.219	4	13.123
1.524	5	16.404
1.829	6	19.685
2.134	7	22.966
2.438	8	26.247
2.743	9	29.528
3.048	10	32.809
6.096	20	65.617
7.620	25	82.022
9.144	30	98.426
12.192	40	131.234
15.240	50	164.043
18.288	60	196.852
21.336	70	229.660
22.860	75	246.065
24.384	80	262.469
27.432	90	295.277
30.480	100	328.086
38.100	125	410.108
45.720	150	492.129
53.340	175	574.151
60.960	200	656.172
76.200	250	820.215
91.440	300	984.258
121.920	400	1312.344
152.400	500	1640.430
182.880	600	1968.516
213.360	700	2296.602
228.600	750	2460.645
243.840	800	2624.688
274.320	900	2952.744
304.800	1000	3280.860
609.600	2000	6561.720
914.400	3000	9842.580
1219.200	4000	13123.440
1524.000	5000	16404.300

**APPENDIX E**

**ABBREVIATIONS USED IN THE TEXT AND APPENDICES**

## **Numbers and Symbols**

1° [etc.] - primeiro [etc.] (ordinal number)

1st - first (ordinal number)

2d (or 2nd) - second (ordinal number)

3rd - third (ordinal number)

4th [etc.] - fourth [etc.] (ordinal number)

& - and

© - copyright

## **A**

ABC - American Broadcasting Company

AFI - American Film Institute

A.G. (or AG) - Aktiengesellschaft

All.Mil.Z. - Alliierte Militärzensur

Aug. - August

## **B**

B - Bild

b. - birth date

b&p - branco & preto

b&w - black and white

bar. - barevny

## **C**

c - cassette(s), cartridge(s)

(c) - copyright

ca. - Latin: circa; about, approximately, around

Cal. (or Calif.) - California

cb. - cernobily

CED - capacitance electronic disc

cf. - confer, compare

Chas. - Charles

Co. - company

col. - color

cont. - continued

Corp. - corporation

coul. - couleur

cy. - copy

cys. - copies

## **D**

D. - safety diacetate

d - disc(s)

## **D (cont.)**

d. - death date (with personal name)  
D.C. - District of Columbia  
DCR - date of creation (in US copyright statements)  
D.D.R. - Deutsche Demokratische Republik  
Dec. - December, décembre  
Dem. - Democratic  
Dez. - Dezember  
DST - Divisão de Segurança de Trânsito  
dup - Duplikat  
dupe - duplicate

## **E**

ed. - edition  
e.g. - Latin: *exempli gratia*; for example  
Eng. - England  
EST - Eastern Standard Time  
etc. - Latin: *et cetera*; unspecified additional persons or things  
et al. - Latin: *et alii*; and others

## **F**

F. - Farbe  
Feb. - February  
FIAF - Fédération Internationale des Archives du Film  
fps. - frames per second  
FSK - Freiwillige Selbstkontrolle der Filmwirtschaft  
ft. - foot, feet

## **G**

Geo. - George  
GMD - general material designation

## **I**

I - imagem  
i.e. - Latin: *id est*; that is  
IFLA - International Federation of Library Associations  
in. - inch(es)  
Inc. (or inc.) - Incorporated (with corporate names)  
inc. - incomplete (with descriptions of length)  
Ind. - Indiana  
ISBD - International Standard Bibliographic Description

## **I (cont.)**

ISBD (NBM) - International Standard Bibliographic Description for Non-Book Materials

ISO - International Organization for Standardization

ISO/TC - International Organization for Standardization / Technical Committee

ISSN - International Standard Serial Number

IWM - Imperial War Museum

## **J**

Janv. - janvier

Jh. - Jahre(n)

Jr. - Junior (with personal names)

## **K**

K. - Karton

Komb. - Kombinat

## **L**

LC - Library of Congress

Ltd. - Limited

## **M**

m. - meter(s)

M.A. - Master of Arts

Mfg. - Manufacturing

min. - minute(s)

mm. - millimeter(s)

MPAA - Motion Picture Association of America

mu. - mute

## **N**

N. - Nitrate

Nº - número

n&b - noir et blanc

NBC - National Broadcasting Company

neg. - negative

nff. - nichtfeiertagsfrei

N.H. - New Hampshire

NM - new material (in US copyright statements)

## **N (cont.)**

no. - number  
nos. - numbers  
Nov. - November  
Nr. - Nummer

## **P**

P. - polyester [estar]  
P. - Peoples' (in ISO Date Standard)  
p. - page(s)  
PDC - Partido Democrata Cristão  
Ph.D. - Doctor of Philosophy  
PM - Latin: post meridian; after 12 noon on the twelve hour clock  
pos. - positive  
pp. - pages  
Prev. reg. - previously registered  
PUB - Publication date (in US copyright statements)

## **Q**

Que - Québec  
q.v. - Latin: quod vide; which see

## **R**

R. - Rolle(n)  
r. - reel(s)  
REG - registration date (in US copyright statements)  
Rep. - Republic  
rev. - revised

## **S**

S - Som; cópia de som (Português - in physical descriptions)  
S. - safety triacetate (in physical descriptions)  
S. - Seite (Deutsch - in bibliographic citations)  
s. - sächlich, siehe  
S.A. - Société anonyme; Sociedade Anônima  
sd. - sound  
sec. - second(s)  
SECAM - Séquentiel couleur à mémoire  
si. - silent  
sil. - silencioso  
s.l. - Latin: sine loco; place of production, distribution, etc. unknown

## **S (cont.)**

s.n. - Latin: sine nomine; name of production, distribution, etc. company unknown

son. - sonoro

sr. - senhor

SW (or S/W) - schwarzweiss

sync. - synchronization

## **T**

T - Ton

TV - television

## **U**

UBC - Universal Bibliographic Control

UDC - Universal Decimal Classification

U.K. - United Kingdom

U.S. - United States

U.S.A. - United States of America

USDA - United States Department of Agriculture

## **V**

v. - volume

VHS - Video Home System

vol. - volume

## **Y**

YMCA - Young Men's Christian Association

**APPENDIX F - FIAF ARCHIVE CODES**

<u>City</u>	<u>Archive Name</u>	<u>Code</u>
Alger	Cinémathèque Algérienne	DZ
Amsterdam	Nederlands Filmmuseum	NLA
Athinai	Tainothiki tis Ellados	GR
Bangkok	The National Film Archive	TH
Barcelona	Filmoteca/Generalitat de Catalunya	ESB
Beijing	Zhongguo Dianyng Ziliaoguan	CN
Beograd	Jugoslovenska Kinoteka	YU
Berkeley	Pacific Film Archive	USB
Berlin (DDR)	Staatliches Filmarchiv der DDR	DDS
Berlin (BRD)	Stiftung Deutsche Kinemathek	DES
Bogotá	Cinematca Distrital de Bogotá Fundación Patrimonio Filmico Colombiano	COB COF
Bois d'Arcy	Service des Archives du Film	FRB
Bologna	Cineteca del Comune di Bologna	ITB
Bruxelles	Cinémathèque Royale	BE
Budapest	Magyar Filmintezet/Filmarchivum	HU
Buenos Aires	Fundación Cinematca Argentina	AR
Cairo	Al-Archive Al-Kawmy Lil-Film	EG
Canberra	National Film and Sound Archive	AUC
Dhaka	Bangladesh Film Archive	BD
Dublin	The Irish Film Institute	IE
Frankfurt	Deutsches Institut für Filmkunde/Filmarchiv Deutsches Filmmuseum	DED DEF
Gemona	Cineteca de Friuli	ITG

<u>City</u>	<u>Archive Name</u>	<u>Code</u>
Glasgow	Film Archive/Scottish Film Council	GBG
Habana	Cinemateca de Cuba	CU
Hanoi	Vien Tu Lieu Phim Viet Nam	VN
Harare	National Archives of Zimbabwe	ZW
Helsinki	Suomen Elokuva-Arkisto	FI
Istanbul	Sinema-TV Enstitüsü	TR
Jakarta	Sinematek Indonesia	ID
Jerusalem	Archion Israeli Leseratim Steven Spielberg Jewish Film Archive	ILA ILS
Koblenz	Bundesarchiv - Filmarchiv	DEB
København	Det Danske Filmmuseum	DK
La Paz	Cinemateca Boliviana	BO
Lausanne	La Cinémathèque Suisse	CH
Lima	Cinemateca Universitaria del Peru Filmoteca de Lima/Museum de Arte-Edubanco	PEC PEF
Lisboa	Cinemateca Portuguesa	PT
London	Imperial War Museum National Film Archive	GBI GBN
Los Angeles	National Center for Film and Video Preservation / AFI UCLA Film and Television Archive	USA USL
Luanda	Cinemateca Nacional de Angola	AO
Luxembourg	Cinémathèque Municipale de Luxembourg	LU
Lyon	Musée du Cinéma de Lyon	FRL
Madison	Wisconsin Center for Film & Theater Research	USC

<u>City</u>	<u>Archive Name</u>	<u>Code</u>
Madrid	Filmoteca Española	ESM
Managua	Cinemateca de Nicaragua	NI
Manila	Film Archive of the Philippines	PH
Mexico	Cineteca Nacional Filmoteca de la UNAM	MXN MXU
Milano	Cineteca Italiana	ITC
Montevideo	Archivo Nacional de la Imagen - Sodre Cinemateca Uruguay	UYS UYU
Montréal	La Cinémathèque Québécoise	CAQ
Moskva	Gosfilmofond	SU
München	Filmmuseum/Münchner Stadtmuseum	DEM
New York	Museum of Modern Art Anthology Film Archive	USM USN
Oslo	Norsk Filminstitutt	NO
Ottawa	Moving Image and Sound Archives	CAN
Paris	La Cinémathèque Française Cinémathèque Universitaire	FRC FRU
Perth	State Film Archives of Western Australia	AUW
Poona	National Film Archive of India	IN
Praha	Ceskoslovensky Filmovy Ústav - Filmovy Archiv	CS
Pyongyang	Choson Minjujui Inmingonghwaguk Kugga Yonghwa Munhongo	KP
Quito	Cinemateca Nacional de Ecuador	EC
Reykjavik	Kvikmyndasfn Islands	IS
Rio de Janeiro	Cinemateca do Museum de Arte Moderna	BRR
Rochester	International Museum of Photography	USR

<u>City</u>	<u>Archive Name</u>	<u>Code</u>
Roma	Cineteca Nazionale	ITN
São Paulo	Cinemateca Brasileira	BRS
Seoul	Korean Film Archive	KR
s' Gravenhage	Audiovisual Archive of the Netherlands Information Service	NLS
Sofia	Bulgarska Nacionalna Filmoteka	BG
Stockholm	Cinematket/Svenska Filminstitutet	SE
Tehran	Film-khane-ye Milli-e Iran	IR
Tirana	Arkivi Shteteror i Filmit i R.P.S. te Shqiperise	AL
Tokyo	National Film Center/ National Museum of Modern Art	JP
Torino	Museum Nazionale de Cinema	ITT
Toulouse	Cinémathèque de Toulouse	FRT
Valencia	Filmoteca/Generalitat de Valencia	ESV
Vaticano	Filmoteca Vaticana	VA
Warszawa	Filmoteca Narodowa	PL
Washington	Human Studies Film Archives Library of Congress National Archives	USH USW USD
Wellington	The New Zealand Film Archive	NZ
Wien	Oesterreichisches Filmarchiv Oesterreichisches Filmmuseum	ATA ATM

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