

To: FIAF Documentation Commission members  
Harriet Harrison, Cataloguing Commission  
Henning Schou, Preservation Commission  
FIAF Secretariat

The following corrections concerning the International Index to Film & Television Periodicals have been made to the minutes of the meeting of the Documentation Commission held in Plovdiv, 27-30 March 1984.

The changes were agreed at the meeting of the PIP Working Group held in Lisbon, 29-31 October 1984

The following is an extract from the Lisbon minutes:

2.1 Approval of the PIP section of the minutes of the Documentation Commission meeting, Plovdiv, 27-30.3.84

These minutes were approved with the following changes:

- 5.d Periodicals indexed
  - 'Soundtracks' was not outstanding, indexing had commenced in 1984
  - 'Filmhaftet' had not been added
  - e add featured obituaries only are indexed
  - 'Filmowy SP' where only East European production is indexed and bio-filmographic information on Polish personnel
  - 'Guia de F' has not ceased publication
9. The names of Michael Moulds and Karen Jones need to be included in the Editorial Committee
10. add that Karen offered to be responsible for collecting material for revision of the chapter on the Documentation Department
- 17.2 add the International Bibliography of Dissertations on the Cinema - Eileen and Milka
- 11.a change to "...now that a draft letter had been presented for discussion to the EC at their....."

MINUTES OF THE JOINT MEETING OF THE CATALOGUING  
COMMISSION AND THE DOCUMENTATION COMMISSION OF  
FIAF held in Plovdiv on March 29, 1984

Present:

Cataloguing Commission: Harriet Harrison, Jon Gartenberg, Roger Holman, Wolfgang Klaue, Rolf Lindfors, Marta Lutter, Günter Schultz, Roger Smither, Ani Velchevska

Documentation Commission: Milka Staykova, Eileen Bowser, Karen Jones, Alfred Krautz, Michael Moulds, Aura Furan, Eberhard Spiess, Frances Thorpe

Observers: Galina Gencheva, Magdalena Kirkova, Galina Tsoncheva

1. Draft Cataloguing Rules of the Cataloguing Commission for review by the Documentation Commission

It was reported that these would not be ready for another year. The draft would be circulated to both Commissions and comments should be sent to Harriet

2. Final draft of the Glossary of the Cataloguing Commission for review by the Documentation Commission

It was reported that Jon had restructured the Glossary by functions rather than an alphabetical arrangement. The English version has been approved by the CC. It would be published by the end of 1984 and would contain an alphabetical index. The languages would be French, German and Spanish in addition to English. Additional language versions may be added later. Jon would distribute the draft from New York and any comments should be sent to him within four weeks of receipt of the draft.

3. Common standards for use in project work

It was recognised that there were a number of existing standards which conflicted and others which made no provision for some of our problems eg. country abbreviations which covered changes in boundaries and/ names.

The DC reported that it used ISO transliteration for Cyrillic and favoured international standards where possible. However for country codes the IIP used the IC abbreviations and the CC is still investigating. The CC also needs to define FIAF institutions for the project to list nitrate sound features.

Frances was asked to circulate the outline on standards prepared for the DC Madrid Workshop and also information on the UNISIST publication.



4. Developing definitions for cataloguing terms used in common

Jon will report on the definitions contained in the Glossary

5. Developing rules for cataloguing various types of documentation materials

The DC circulated the 'Guidelines for describing unpublished scripts' and described others concerning posters which were contained in the papers of the DC Copenhagen Summer School. It was suggested that these rules and others in use in archives could be included in the new edition of the FIAF Handbook where Karen is updating the Bibliography

6. Unesco report on the establishment of an international documentation centre for moving images

Karen outlined the history of the report and Wolfgang described how it had been received by Unesco. The budget was considered too high and did not tie in easily with the 'preservation' concept which Unesco was interested in. However the recommendation on preservation also provides for relevant documentation to be included. He and Eileen will be attending a meeting of experts and presenting a list of FIAF proposals which may include the report.

He also described how the idea of regional workshops which was presented 5 years ago had now been revived by Unesco and one held earlier in the year in Poona.

Harriet agreed to send copies of the report to members of the CC

7. Joint documentation-cataloguing summer school

Karen described the Copenhagen Summer School and the amount of work and money that was needed for a well-prepared, successful school. There had been requests for workshops on particular aspects of documentation work and one had been held on classification and cataloguing, and three on periodical indexing. It was felt that individual archives were sometimes able to host these smaller workshops but the larger ones, and especially a combined documentation-cataloguing school would need more resources, perhaps from Unesco.

Wolfgang reported that the Berlin school was still oversubscribed and needed to continue. He also suggested applying to Unesco for regional workshop funding.

## 8. Any other proposals

8.1 Karen suggested the setting-up of a working group covering computers and new technology with perhaps one person from each of the FIAF commissions. Frances suggested that perhaps the FIAF Bulletin could include information on projects where members had used new technology and it was agreed to ask the EC to look at this as a suggestion from both commissions.

Roger S. outlined his work of the 2nd ed. of a study of the use of computers in film cataloguing. Questionnaires had been sent and about 30 replies received. The questionnaire also asks about other uses of computers in archives. It is hoped to publish the study in 1985

## 8.2 FIAF Congress 1987

The subject would be new technology and its impact on film archives. IASA and FIAT are interested. Commission to be involved and discuss ideas at future meetings.

## 8.3 Bibliography of filmographies

This is in the final stage and will be circulated for comments which will be incorporated in the next edition.