

## MINUTES

of the FIAF Cataloguing Commission Meeting  
held at Cavtat, Yugoslavia, 22nd to 24th January, 1974

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### Participants:

Mr Klaue  
Mr Acimovic  
Mrs Aveney  
Mrs Gebauer  
Mrs Lutter  
Mr Holman  
Mr Penn

### Absent members:

Mr Ledoux  
Dr Roads



1. Discussion and approval of the agenda

1.1. The submitted agenda was approved.

1.2. The following suggestions were made with regard to the structure of the commission:

- Mr Montesanti

withdraws from the commission at his own request.

- Mrs Aveney

was invited by the commission's President to attend the meeting in Yugoslavia. The Library of Congress has agreed to admit Mrs Aveney as a new member of the commission.

The members of the commission agreed to accept Mrs Aveney as a new commission member.

The Comité Directeur will be asked to confirm her appointment.

- Mr Armatys

It is believed that Mr Armatys intends to return to the Filmoteka Polska. If this is correct the Filmoteka will be asked to redelegate him to the Cataloguing Commission.

Mr Klaue will make the necessary official inquiries.

- Mr Ripeanu

It is understood that the Roumanian archive is interested in cooperating in the Cataloguing Commission.

Mr Klaue will seek official information from the Roumanian archive.



2. Discussion of the proposals and reports on the  
Draft Manual on Film Cataloguing

The discussion was based on the elaborated working  
paper.

2.1. General remarks

1. Decision on the proposal presented by the  
Library of Congress:

The list of animation techniques will be  
supplemented as a recommendation.

Mrs Aveney will send a proposal to Mr Klaue by  
the end of April.

2. Decision on the proposal presented by the  
Museum of Modern Art:

- Appendix 1 will be abandoned in its present  
form. The parts of Appendix 1 will be  
coordinated with the appendices of the  
respective main sections.

- Appendix 2 is maintained as such, page numbers  
will be referred to in the text.

- Definition of terms: see item No.5 of agenda.

3. Decision on the proposal presented by Gosfilmofond:

- Due to the differing quantity of data that is  
handled in the catalogues it is not possible to  
give exact figures on the application of the  
various manual or mechanical methods.

- The members hold the view that information on  
the utilization of computers are contained in  
the draft.



4. Decision on the proposal presented by  
Cinémathèque Royale de Belgique:

- Glossary of terms - see item No.5 of agenda.
- Translation of terms into different languages - see item No.5 of agenda.
- It is not possible to include more details on the rules of alphabetical order in the Manual since there is not even a standardisation in the field of libraries on an international level. The only possibility is to refer to the national cataloguing rules for libraries.
- There is no differentiation possible in some languages between indefinite articles and numerals. This problem may be solved by underlining or by using a special character when computerising.
- Establishing a list of film styles - see item No.5 of agenda.
- Incorporation of an appendix on film categories (genres, schools, styles).

The commission agreed to complete this appendix by including practical examples from various archives. All members of the commission are requested to send their suggestions to Mr Klaue by the end of April.

5. Decision on the proposal submitted by the  
National Film Archive:

The proposal of the National Film Archive to publish the Manual in a number of foreign languages led to a discussion on the publication of the manuscript. The following considerations were made:



- The sale of the Draft Manual should be stopped at once.
- It was agreed that the final version should be published in English only for the time being.
- Size A 4
- Title: Film Cataloguing
- The printing will be undertaken by FIAF, or else a publisher may be found.
- Number of copies: 1,500 to 2,000
- Distribution: by some commercial company
- Advertising: in 'Library Journal', USA  
with specified bookshops
- Price: about US \$ 10.-- Dollars

Mrs Aveney and Mr Holman agreed to let Mr Klaue know by the end of August which publications they think most suitable for advertising.

## 2.2. Wording of the Draft

It was agreed to revise and possibly to simplify the style of writing of the Manual.

Mr Speer will be invited to clarify his remarks on the style of the Manual.

Its revision must be entrusted to the English speaking members of the commission (see also item No.3 of agenda).



2.3. Expert opinion

The members agreed on Mr Ledoux's suggestion to have an expert opinion made in the form of an introductory note.

It was agreed that the following personalities be approached for this purpose:

1. Jay Leyda
2. Prof Marwick
3. Thorold Dickinson
4. Prof Dr Rose
5. John Maddison

Roger Holman agreed to contact Mr Leyda and David Penn will communicate with Prof Marwick in an informal way to find out whether they are willing to deliver their opinions.

All commission members are invited to reflect as to whether they can think of any other personalities that may be asked to write an opinion on the Manual.

All suggestions are to be directed to Mr Klaue.

2.4. Additions, remarks, corrections

Remarks relating to individual pages were incorporated into the Manual on the basis of the working paper. In addition to that, the following arrangements were made:

relating to p. 15:

Mrs Aveney will explain the numbering system of the Library of Congress which is to be incorporated into the appendix. The material is to be sent to Mr Klaue by the end of April.

relating to p. 15:

The proposal made by Gosfilmofond to delete chapter 2.3. was not accepted.

relating to p. 24:

Mr. Penn agreed to write a short supplement to explain the sentence "Equal consideration should be given to sound and vision", which is expected in Berlin by the end of April.

relating to p. 24:

Mr. Penn agreed to supplement the examples for the various methods of describing the contents of films. Supplements are to be sent to Mr Klaue by the end of April.

Examples for the description of film contents - particularly for the brief summary methods - will be supplemented by the Library of Congress.

Mrs Aveney agreed to send the material to Mr Klaue by the end of April.

relating to pp. 25 and 61:

A list of examples for genres of other archives will be added as an appendix. For that purpose the following arrangements were made:

1. The examples so far available will be sent to all members.
2. The commission members will give their opinions by the end of April in writing stating which examples should be included in the appendix.
3. The appendix will be supplemented by bibliographic data relating to the problem of genres.



4. The list which has been recommended by FIAF until now will be withdrawn.

All commission members are invited to send supplements relating to the bibliographies to Mr Klaue by the end of April.

3. Further measures to be taken for revision and completion of the Manual

- 3.1. The President of the commission will send letters to all archives that contributed to the Manual thanking them for their cooperation.
- 3.2. Work on the revised version is to be completed by mid-May.
- 3.3. The editorial group consisting of Mrs Aveney, Mr Penn and Mr Holman will meet in London before the next commission meeting to do the final editing.
- 3.4. After the final editing the manuscript will be typed in London.

4. Report on the London IFTC Conference on "Cataloguing of audiovisual material"

Mr Klaue, Mrs Aveney, Mr Penn and Mr Holman attended the Conference and reported their impressions to the cataloguing commission members. The members unanimously reached the conclusion that

- the FIAF cataloguing commission should continue in its work and maintain the existing contacts to prevent any duplication of work,
- the FIAF cataloguing commission should concentrate its work on special problems relating to film archives.



5. Discussion of the commission's future working programme

After a full length exchange of opinions the commission members agreed to the following suggestions for the commission's future work:

5.1. Exchange of filmographic data on an international level

The commission members feel the necessity of an international exchange of filmographic data, particularly to ascertain missing data in the catalogues. The following modes of procedure were considered:

Bilateral exchange:

All archives should appoint a number of staff members to whom filmographic questions may be addressed and who will be ready to give information on filmographic data.

Mr Klaue will seek approval of the Comité Directeur for an enquête among the members.

Multilateral exchange:

Greater use should be made of the FIAF Bulletin to ascertain filmographic data.

The commission members will communicate with Mrs Lutter before the end of April informing her of their ideas on the standardisation of the questions to be addressed to the Bulletin relating to missing filmographic data.

Mrs Lutter will make a draft standardisation of questions concerning filmographic data to be published in the Bulletin, by the end of June and will distribute this draft to the commission members.

Reports on the initiated measures will be given at the next meeting.



### 5.2. National filmographies

An annual enqûte on published and non-published national filmographies should be made among FIAP members.

Its result is to be published.

Mr Klaue will seek approval of the Comité Directeur for the enqûte to be carried out.

The members of the commission will prepare a study on existing national filmographies.

Details on the data contained in the filmographies, such as publication cycle, etc. are to be sent to Mrs Gebauer before the end of June.

- England will be covered by Mr Penn and Mr Holman.
- USA and Canada will be covered by Mrs Aveney.
- Slavic languages and the Balkan countries by Mr Acimovic.

Mrs Gebauer will coordinate all suggestions by the end of September and will send the material to the commission members.

### 5.3. Bibliography of filmographic sources

The commission members deem it necessary that such a bibliography is elaborated.

Mr Klaue will contact

- Mr Frida to find out to what extent his preliminary studies may be used for that purpose,
- Mrs Bowser to ascertain whether the Documentation Commission is working on similar projects.

The result will be made known at the next meeting.



5.4. Abbreviations of filmographic terms

Mr Holman agreed to prepare a list of abbreviations of filmographic terms to be available at the next commission meeting.

5.5. Definition of filmographic terms

According to Mr Penn's information it is intended to publish a glossary of filmographic terms as an appendix to the conference papers of the London IFTC meeting.

Mr Klaue will seek information from the IFTC whether the announced intention will be realized or not. All members of the commission are invited to send bibliographic information for a definition of filmographic data to Mr Penn.

5.6. Dictionary of filmographic terms

Mr Klaue reported to the commission members on the results that have so far been achieved with the translation of filmographic terms.

The members agreed on the continuation of this project and urged that it be widened to encompass the following languages:

Portuguese, Chinese, Japanese, Arab, Danish, Dutch, Greek, Turkish and American (the latter only for a number of terms that differ from the English language).

The Staatliches Filmarchiv will continue working on this project the results of which will be reported to the next meeting. There is every possibility that the project will be completed by the end of this year.

The publication will also contain the suggested abbreviations.



5.7. Exchange of archive staff - training

The commission members suggest that an exchange of catalogue staff members be organized.

It will be suggested to the Comité Directeur that a Summer School course specialising in the training of cataloguers be organized.

5.8. Cataloguing of television material

There are a number of new problems arising in the cataloguing of television material in the archives (using different terms, live transmissions, etc.).

It was agreed that

- all commission members compile a list of their problems on the cataloguing of television material. These lists are to be sent to Mr Klaue who will collate the material and forward it to all members before the next commission meeting.
- The aforementioned problem should be the subject of the next commission meeting.

5.9. Reconstruction of classic films

The commission deems it necessary to encourage the archives to reconstruct classic films.

An enquête among the members on the films that have been reconstructed up to the present time should be aimed at for coordination. The results of the enquête should be published in the FIAF Bulletin.

All archives should be invited to name those films that they would want to reconstruct. This should be published to avoid duplication of work.

It is suggested to elaborate a bibliography of shooting lists and scenarios of classic films as a FIAF project

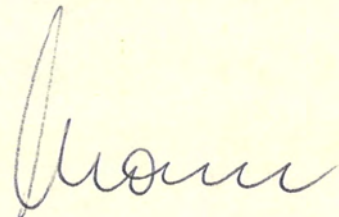


5.10. Elaborating a study on the preparation of  
computerisation in archives

Approval will be sought from the Comité Directeur to carry out an enquête by a number of members (Berlin, Washington, New York, London, Moscow, Ottawa, Prague, Stockholm) on the level of preparation of electronic data handling.

The result of the enquête is to be published.

Finally, the commission members thanked the Jugoslovenska Kinoteka for their kind hospitality. There was unanimous agreement that the next commission meeting should again be held in Yugoslavia, if this can be arranged by the Jugoslovenska Kinoteka. As a possible date some time between 15th and 30th Oct was suggested.

A handwritten signature in dark ink, appearing to be 'Hamm', is written on the right side of the page.