

REPORT OF THE CATALOGUING COMMISSION TO THE EXECUTIVE COMMITTEE

MADRID

JANUARY 1983

The Cataloguing Commission plans to hold its 1983 meeting April 27-29 in Bruges, Belgium at the English Convent. Agenda items will include the polyglot dictionary of terms useful for film cataloging, the list of national filmographies, the continuing work on standardized rules for film cataloging, suggestions for filmographic and physical description data elements useful for collecting data on members' nitrate holdings, and the preparation of a second computer survey, as prompted by requests from FIAF members at the 1982 Annual Congress.

Jon Gartenberg (MOMA) has continued his work on the polyglot dictionary of film terms. The main portion of the glossary will consist of credit terms arranged in a hierarchical structure according to function type. Under each function, a table will provide the appropriate terms in the various languages. An integrated alphabetical index of the various language terms will lead the user back to the appropriate tables. Mr. Gartenberg has not yet received the Russian language version or the revised Spanish language version drafts of the glossary, and is working from the English, French, German, and preliminary Spanish language drafts.

Harriet Harrison (LoC) began work on editing, updating, alphabetizing, standardizing, and preparing camera ready copy of the national filmographies list. She volunteered to perform this work because her archive has a word processor which facilitates editing and error correction techniques. By the end of November, about one-third of the document was complete. Beginning in December, work had to be halted, owing to preparations for relocation of the Library of Congress film archives. Work will continue in mid-February 1983, once the move has been completed.

On the topic of cataloging rules, Commission members are working on their assigned areas and preparing second drafts of rules. These drafts are scheduled to be circulated this month in preparation for the April Commission meetings. In this way, staffs from all the institutions who have members on the Commission will be able to review the drafts and provide additional input for the Commission.

A suggested list of data element categories which can be used for preparation of a union catalog of FIAF member nitrate holdings was prepared by Harriet Harrison. (See Attachment A.) The list will be presented to the Commission for their recommendations at the April meetings. A copy of it has also been sent to Henning Schou, who, as President of the Preservation Commission, will review our document, make suggestions, and add his own recommendations for specific categories of technical and film condition data to be included in the union list. Once the data elements have been reviewed by the Commissions, they will be submitted to the Executive Committee for approval. A subsequent step will include the design of a simple form which incorporates the desired data elements.

Roger Smither (IWM) has undertaken primary responsibility for the task of organizing a survey which can serve as a basis for a second edition of the Commission's publication, Study on the Usage of Computers for Film-cataloguing. He has already prepared a draft questionnaire which has been circulated to selected members for comments and suggestions. Responses from four members have been received and are being incorporated into the revised survey which Mr. Smither plans to mail to all FIAF members this month. Based upon the responses to the survey, he will then prepare a paper summarizing the results and providing practical advice for members contemplating the use of automated data processing in their own archives. Progress on the report will be presented to Commission members at the April meetings.

SUGGESTIONS

DATA ELEMENTS FOR UNION LIST OF FIAF MEMBER NITRATE HOLDINGS

- I. Name of archive submitting data.
- II. Filmographic Data
 - A. Title.
 1. Original release title in the country of production.
 2. Release title of country of archive.
 3. Other title - if titles listed above are not available.Note: The type of title used should be identified in all cases.
 - B. Country of production.
Location(s) of home office of production company(ies) responsible for the creation of the film.
 - C. Date and place of original release.
Year and country of original release.
 - D. Companies of production and release/distribution.
 - E. Principal credits.
Director, animator (for animation films), or other important credits.
 - F. Cast.
Only one or two major actors.
- III. Physical Description.
For each copy, include the following data:
 - A. Number of reels.
 - B. Length in meters or feet.
 - C. Color status.
 - D. Sound status.
 - E. Gauge.
 - F. Generation/presentation format, e.g., fine grain masterpositive, duplicate negative, original negative, etc.
 - G. Film stock: nitrate or safety, etc.