



Comité Directeur - February 1972 - Oslo

Report on the activity of the Cataloguing Commission

In October 1971 a meeting of the editorial board of the Cataloguing Commission was held in London following the Comité Directeur Meeting in Toulouse. Subject of the deliberations of the editorial board was the discussion of the draft manual on film cataloguing.

In principle the contents of the draft was accepted. Since the obligations entered by the members have not been met to schedule it has been impossible to pursue the work of the manual according to plan.

Judging from the present state of the preparatory work the next Cataloguing Commission Meeting cannot be held until the beginning of May in the German Democratic Republic. A summary of all past results will be elaborated before the meeting which will also be presented to the General Meeting.

In London the following set-up of the manual was agreed to:

1. INTRODUCTION

- 1.1 The origin and purpose of the manual
- 1.2 The scope and function of a catalogue
- 1.3 The purpose of the catalogue
- 1.4 Initial decisions on catalogue design
- 1.5 Sources of information
- 1.6 Filmography and catalogue

Fernruf:

Telegrammadresse: Filmarchiv Berlin

Bankkonto: BSK 6651-26-130 012

Postscheckkonto Berlin 381 11

2. SAFEGUARDING THE ARCHIVS COLLECTION
 - 2.1 Structure of the film collection
 - 2.2 Numbering system
 - 2.3 Film handling

3. PRE-CATALOGUING
 - 3.1 Recording a newly-acquired item

4. CATALOGUING & PROCESS
 - 4.1 Basic information
 - 4.2 Detailed information
 - 4.3 Indexing filmographic data
 - 4.4 Description of film-content
 - 4.5 Subject classification

5. POST - CATALOGUING
 - 5.1 Technical card
 - 5.2 Expedition card
 - 5.3 Cataloguing methods
 - 5.4 Practical recommendations

APPENDIX 1 - RECOMMENDATIONS

1. Bibliography - Cataloguing Rules
2. Detailed list of technical datas
3. Selected bibliography on non computerized systems for cataloguing
4. Selected Bibliography - usage of computers in archives and libraries
5. Detailed list of filmographic datas
6. Recommended list of genre
7. Selected bibliography on UDC
(not yet complete)

APPENDIX 2 - EXAMPLES

1. Numbering systems
2. Acquisition lists
3. Acquisition book
4. Technical card
5. Expedition card
6. Methods of description of content
(not yet complete)

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