

**M I N U T E S**  
**Session of the FIAF Cataloguing Commission**  

---

**Warsaw, March 7-9, 1978**

Participants:

Mrs. Gebauer, Mrs. Harrison, Mrs. Lutter  
Mr. Klaus and (temporarily) Mr. Armatys

Excused: Messrs Acimovic, Holman and Ledoux.

Agenda:

1. Adoption of the agenda
2. Report of the chairman
3. Dictionary of filmographic terms
  - 3.1 Examination of the members remarks, corrections of already defined terms
  - 3.2 Continuation of work
    - a) Translation of definitions
    - b) Translation of terms
    - c) Possible structure of the dictionary
4. Study on the usage of computers for filmcataloguing
5. Future projects
  - 5.1 Summerschool
  - 5.2 Bibliography of filmographic sources
  - 5.3 Central register
  - 5.4 Cataloguing of TV-material

ad 1: Adoption of the Agenda

The proposed agenda was adopted and the suggestion of the Filmoteka Polska passed with great interest on the final day of the session to visit the Frederic Chopin's birth-place.

ad 2: Report of the Chairman

Mr. Klaus welcomed the participants and explained the reasons for the absence of Messrs. Acimovic, Holman and Ledoux. The fact that one can never reckon with complete participation in the sessions of the commission, should give rise to the idea of extending the number of members of the Commission.

The activities of the Commission centred, since the session in Gent in autumn 1977, mainly on three tasks:

1. Preparation of the publication of "Film Cataloguing".  
Mrs. Harrison received thanks for her great activity in revising the materials and reading the proofs. Publication had been envisaged for March 1978 but was repeatedly postponed by the publishers.
2. Completion and revision of the list of Filmographic Terms.  
After the last session Mr. Holman, together with Mrs. Harrison, compiled and duplicated a new version. That material was handed to all FIAF-members at the 1977 FIAF-Congress with the request to send in, by the end of October, any supplements, corrections and comments. Three answers have been received.
3. Study on the Use of Computers.  
As decided at the Gent session, contact was established regarding that study with two participating archives and they were asked to extend their comments. Now the materials are available in a version which can be discussed and adopted during the Warsaw session.

Mr. Klaus supplemented his report by information on some problems concerning the cataloguing of films.

#### 1. Problems within FIAF

- 1.1 At the 1977 FIAF-Congress in Varna a report was tabled on the activities of the Cataloguing Commission. In the subsequent discussion attention was drawn to the risk that the activities of the Commission (referring to the Computer Study) might become too remote from the day-to-day problems of the archives in the field cataloguing.

The Commission should consider whether it should not deal also with a few simple projects, such as the collecting of models of index cards and descriptions of cataloguing methods which could be passed on to interested young archives as examples.

1.2 The Central Register at the FIAF Secretariat has not made any tangible progress. An agreement was reached with Mrs. Van der Elst to the extent that the Commission is willing to render assistance in establishing that catalogue, if it regarded that as necessary.

1.3 The FIAF-Summer school, which was held in Copenhagen, the first summer school which devoted itself to a specialized theme, is being assessed as a great success by all concerned. The idea of holding in London a similarly specialized summer school on issues of cataloguing, raised by Ernest Lindgren, must be regarded as a failure. Roger Holman stated that the NFA, by taking over the FIAF-Congress 1978, will for the next years, not be in a position of organizing an additional FIAF-event.

The Commission should discuss the choice of another candidate.

## 2. Problems outside FIAF

2.1 IFTC-Commission: According information supplied by Dr. Roads in Gent, no progress or results in the work of that Commission have been recorded. The envisaged international meeting has not materialized.

2.2 FIAT: Mr. Klauw informed the meeting on the establishment of the International Organization of Television Archives and its preparedness to meet with FIAF.

Cooperation with that organization should be considered for some projects, such as the cataloguing of TV-materials and the compiling of the Dictionary of Filmographic Terms. The Cataloguing Commission cannot establish a direct contact with FIAT, but appropriate steps toward cooperation between the two organizations must be waited for.

2.3 UNESCO: The efforts made by UNESCO to elaborate an international recommendation on the preservation and protection of moving images are being continued. An experts' meeting in this regard took place in Belgrade. The final document contains also the suggestion to bring about standardization in the cataloguing of moving images.

Likewise under way are efforts undertaken by UNESCO to raise funds from the UNDP-fund for the holding of a three-monthly course for personnel from developing countries. In that course issues of cataloguing will be dealt with in great details

Summarizing we may state that the Commission has made some progress in its work, but that it took place on a slow rate. A similar situation can be stated in the other commissions, too. We should consider whether more frequent meetings or the setting up of subcommissions (as successfully practised by the Documentation Commission) could not lead to an activation of the work to be performed by the Commission.

During the discussion of the Chairman's report the following was agreed upon:

1. Extension of the Commission

The members recommend an extension of the Commission by 2 persons. They expect to achieve thereby a raising of the effectivity of work. The following persons were nominated as possible candidates: Myrtil Frida, Sam Kula, Sven Lindquist, Roger Smithers, Frantz Schmitt, a representative of GOSFILMOFOND.

Mr. Klauw will, prior to the FIAP-Congress, approach some of the possible candidates, discuss the matter at the Brighton Congress and propose names for confirmation by the Comité Directeur.

2. Cooperation with FIAT

The Commission welcomed cooperation with FIAT. An understanding on the minimum data, which were recommended for the cataloguing in film and TV-archives, would be desirable.

Mrs. Gebauer will contact Mr. Sprenger (Hamburg), the President of FIAT, to find out which aims are envisaged by FIAT in the field of cataloguing.

### 3. Developing Countries

Members agreed that the Commission should endeavour to do more for archives in developing countries. The publication on film cataloguing, the project on filmographic sources etc. benefit archives in developing countries, too. A specialized summer school on cataloguing should also be striven for as well as a collection of descriptions of various methods of cataloguing.

Mrs. Harrison will discuss with the editor of "Film Cataloguing", what opinion prevails regarding the translation of that publication into other languages.

### 4. Publication "Film Cataloguing"

Members expect that it will be possible to hand the publication to all participants during the FIAF-Congress.

### 5. Summer School

Attempts should be made to enlist another candidate for holding a specialized summer school.

Mrs. Gebauer will investigate possibilities for such an event in Wiesbaden.

There was a general discussion on

- the situation of the catalogues in the FIAF-archives. The members of the Commission fully agreed with the view that cataloguing is, now as before, being underrated and that more will have to be done to demonstrate the necessity of that task.

Mrs. Harrison informed in this context the members that the work on the computer project for the cataloguing of films in the Library of Congress had to be stopped for the time being for financial reasons.

- Possibilities of the Commission. It was stated that in comparison with other FIAF-Commissions, the cataloguing commission has worked continuously and is able to show some results of its activities. The establishing of subcommissions should take place when that is useful for the carrying out of projects.

ad 3: Dictionary of Filmographic Terms

3.1 Examination of the members' remarks, corrections of already defined terms

The following views were expressed concerning the general problems raised in the answers:

1. Will the Glossary be only for the use of cataloguers in the archive or will it have a wider use?

The Glossary is intended not only for use in catalogues but in all those departments which have to deal with filmographic terms.

2. Will the terms be limited to those which are found on film credits?

The preface will be supplemented by the following words: "The list includes both filmographic terms and other terms in common use among archivists."

3. The production activity (i.e. photography) should not be confused with the production role (i.e. photographer).

The preface will be supplemented by the following: "Terms appear in alphabetical order, with cross reference from similar terms. Where variations of the same term occur, these are clustered together with the personal role appearing first, the abstract term second and any other variations third. The underlined term in the cluster is the word form which is defined."

4. The historical use of certain terms should be explained.

As far as possible, these terms are included by pointing out their limited historic significance.

5. The production role should be logically arranged in groups which link related terms, with an alphabetical index.

For practical reasons (subsequent translation of the terms into other languages), a strict order is adhered to (valid also for assistants). The idea of ordering the terms according to certain groups is contained in "Film Cataloguing".

6. It might be useful to consult with the various craft unions.

Efforts were made to consult the trade unions (IATSE, NABET) which however were not very cooperative. The BSI-standard was used for preparations.

The Commission commented on the suggestions contained in the answers as follows:

Preface 2nd par., new version: The Commission's aim is to bring together for the use of persons handling filmographic data, a list of definitions intended to clarify some of the terminology encountered in their work.

Aerial Photography: no change

Animation: supplemented by pixilation, graphic animation, hand-drawn film.

The examples listed are arranged in alphabetical order.

Based on characters created by: changed - A credit for a film or series of films ...

Cast - changed in the last line: ... guest appearances, cameo appearances, or with ...

Censor: changed: adaptation, changes or suppression of a film or parts thereof intended for ...

Censor Title: changed at the end: ... may be shown, or certifying that the film has been approved for exhibition in the present version by a censoring authority.

Clapper: changed: A person who holds a hinged board or slate in which ... the scene and the take etc. an who ...

Commentary written by: supplemented in the headline:  
Commentary written by, commentary

Continuity: supplemented in the headline: Continuity by

Cooperation: changed: Credit for an institution ... that provides expertise or help ...

Copyright Owner, supplemented in the 3rd line: ... given published or unpublished film

Costume Maker, supplemented: ... patterns provided by the costume designer.

Dubbing: changed, from last-but-one line: ... possible dialogue errors or to add sound to dialogue scenes photographed without sound.

Duration of Distribution Rights: definition supplemented: Contractual time period during which a distributor has the right to exploit a film.

Genre, changed: Categories of films based on content

Graphic Animation: term supplemented: Animation achieved by drawing, edging or painting directly onto a film's surface without the use of a camera.

Hand-drawn Film: term supplemented: cf. Graphic Animation

Introduction: changed: A short sequence preceding or following the main title ... the setting or related background for the film ...

Introductory Title: supplemented: ... which precedes or follows the main title ...

Laboratory: supplemented: For archival purposes, the name ... At the end: Credit may also appear on film, in which case it indicates the lab which processed the negative and/or the release-print.

Link Man: changed: ... broadcasts elements with suitable covering or transitional material, such as slides, film clips etc.

Montage: changed: ... dissolves, superimposition and other optical effects.

Pixilation: term supplemented: Animation of the movement of live actors who either move from point to point and pose en route to be photographed a frame at a time or are photographed in continuous action at varying camera speeds. The resulting footage is modified by skip-frame and stop-frame techniques, optical printing etc.



Property Men: supplemented: ... to be used in the film, i.e. props, including ...

Re-release: supplemented: revival or re-issue ...

Second-Unit Director: supplemented at the end: For large productions other unit directors may also exist.

Second Unit Photography: supplemented at the end: For large productions other unit photographs may also exist.

Subtitle: changed in the headline: Subtitle, subtitles by

Trailer: term deleted.

Unit Directors: term supplemented: cf. Second Unit Director.

Unit Photography: term supplemented: cf. Second Unit Photography.

### 3.2 Continuation of Work

To continue the project the following was agreed upon:

1. An answer will be given by Mr. Klaue to the two comments received.
2. The revised version will be made into a fair copy and sent to all members of the Commission with terms numbered (Mr. Klaue).
3. Translation of the terms and definitions will be made in 3 languages:
  - German: by Mrs. Gebauer and Mr. Klaue,
  - Spanish: by Cinemateca de Cuba (Mr. Klaue) or, should this not eventuate, by Library of Congress (Mrs. Harrison),
  - French: FIAP-Secretariat (Mr. Klaue).
4. At the forthcoming session of the Commission the four language versions will be submitted (Mr. Klaue) and the further steps for the translation of the terms will be agreed upon.

The aim is to complete the project by 1980.

5. The following languages should be added: Yugoslav (Yugoslav, Serbian, Croatian), CSSR (Czech, Slovak), Greek.

ad 4: Study on the Usage of Computers for Film Cataloguing

The members were handed the summary of the study with a preface and a complete text for deliberation. As a result of the consultation the following was agreed upon:

1. All archives taking part in the study are asked whether they intend to amend their contributions. Any amendments will be sent to Mrs. Harrison by October.
2. The Cinémathèque Québécoise is requested to translate its own contribution into English (Mrs. Harrison).
3. The preface and summary are accepted as to their contents, but Mrs. Harrison will revise them regarding the style.
4. No additional questions arose concerning the contributions.

ad 5: Future Projects

5.1 Duration of the Cataloguing of a Film

The members of the Commission consented to the suggestion to exchange experiences on the time spent on cataloguing various categories of films and to send their statements to Mrs. Lutter who will then make them into a contribution for the FIAF-Bulletin.

5.2 Using the Bulletin

The members of the Commission agree that the bulletin should be used more in order to inform on experiences and new developments in cataloguing films.

5.3 Collection of Cataloguing Cards and Descriptions of Cataloguing Methods

The members of the Commission adopted the proposal to ask a number of archives to hand models of their cataloguing cards and descriptions of their cataloguing methods to the

FIAF-Secretariat which may place these materials at the disposal of young archives as suggestions for the setting up of catalogues.

It was suggested to request the following archives to take part in this scheme: Prague, Bucharest, Budapest, Berlin (GDR), London (NFA, IWM), Washington (Library of Congress), New York, Havana, Warsaw, Ottawa, Bois d'Arcy, Moscow, Belgrade, Copenhagen, Poona, Vienna (UFN, UFA), Brazil.

Mr. Klaus will send a circular letter to these archives, and the answers received will be discussed by the next session of the Commission.

#### 5.4 Bibliography of Filmographic Sources

Mrs. Gebauer submitted to the Commission a draft of a questionnaire and explained her ideas about the holding of an inquiry,

The following general issues of that project were discussed:

- By means of such an inquiry among archives an attempt should be made to obtain information on what filmographic data are contained in the recommended sources and which are missing, by using the abbreviations from "Film Cataloguing".
- The question regarding the reliability of the sources should be replaced with another formulation.
- The inquiry should start among the FIAF-members. Only then other institutions should be involved.
- The year 1945 should not be assumed as a time limit.

On the continued activities regarding the project members agreed: The questionnaire will be sent prior to the FIAF-Congress to all members (Mrs. Gebauer).

In Brighton all archives are once again asked to send an answers.

If possible the answers should be handed in by September, 30.

A reminder will be sent during the 4th quarter to any archives which have not responded (Mrs. Gebauer).

The possible setting up of a study group for this project will be discussed at the next meeting of the Commission.

Mrs. Gebauer and Mr. Klaus will keep in close touch regarding this project.

The next session of the Commission:

The next session is envisaged to be held in Budapest between the middle of March and of April.

Mrs. Harrison will examine a possibility of holding a meeting in the USA in 1980.

Those taking part in the Commission thanked the Filmoteka Polska for the excellent organizational conditions and the cordial hospitality which have contributed toward the success of the meeting.