

MINUTES

of the Cataloguing Commission of FIAF
26 to 27 April, 1975 at Knokke, Belgium

Participants: Mrs. Aveney
Mrs. Gebauer
Mrs. Luttor
Mr. Holman
Mr. Klaue
Mr. Penn

Temporary participants to the meetings were

Mr. Ledoux
Dr. Roads, as guest

Absent member: Mr. Acimovic

Mr. Klaue welcomed the members of the commission, extending a particular welcome to Mr. Armatys on his return to the cataloguing commission. After his resignation from FilMOTEKA Polska he ceased to be a member of the commission, but since he has now resumed his work with that archive, he was invited to attend the commission meeting.

The members agreed to propose to the Comité Directeur to reconfirm Mr. Armatys as a member of the cataloguing commission. (This application was approved by the Comité Directeur in May 1975).

1. Approval of the agenda

The agenda presented was approved.

2. Report of the President

In his report the President gave a survey of the work that had been carried out since the last commission meeting, he furthermore defined the tasks of this meeting and developed some ideas on the future work of the commission.

Mr. Klaue regreted that due to his four months' absence from the Staatliches Filmarchiv he had been unable to convene the meeting that had been scheduled to take place in October 1974.

The focus of last year's work was the final editing of "Film Cataloguing". After the commission meeting which was held in spring 1974, and after the presentation of the draft to the 1974 FIAF Congress, all the necessary corrections were transferred to the manuscript by September. This material was then handed over to the editorial commission. The editorial commission met in autumn 1974 in London and elaborated an English version of the publication which is now available to the commission members and which will be distributed to all FIAF archives at the 1975 Congress. Mr. Klaue thanked the members of the editorial commission for the work they had done.

Although some positive results were achieved, the work of the commission suffered from the absence of Mr. Klaue and Mr. Acimovic, the motive force of the commission. Furthermore, at the last meeting a number of tasks had been started with optimism, but without previous sufficient and thorough investigation.

The work programme of the cataloguing commission was confirmed by the Comité Directeur. Mr. Klaue recommended that during the Knokke meeting careful examination should be made as to which tasks could be fulfilled in what time. The situation in the other commissions of FIAF is similar, all schemes and projects which were taken over by the members as additional to their professional work need a relatively long period for completion.

Mr. Klaue recommended that no other commission meeting should be convened in 1975, but that work should continue on the projects, about which letters will be exchanged. The next commission should take place in spring 1976, and a second meeting should be prepared for autumn 1976.

Arising from the President's report a discussion took place on the value of the work of the cataloguing commission for the archives, as well as on problems for which the commission is expected to present solutions.

3. Printing of "Film Cataloguing"

The following decisions were made:

1. Introductory note by Paul Rotha

Mr. Holman reported that he had approached Jay Leyda to write the introductory note, but he (Jay Leyda) had been unable to accept due to a prolonged illness and that no other suitable personality was available in England. The preface written by Paul Rotha is not a suitable introduction to the publication, it just serves to add a well-known name.

Mr. Ledoux firmly rejected the presented text, as in his opinion the introductory note had nothing to do with the publication on film cataloguing. Moreover it was a document of self-admiration by Paul Rotha with a nostalgic view on the role of the archives.

Other members of the commission expressed their opinions, and then it was decided

- the introductory note written by Paul Rotha will be used for the publication (vote 7:1);
- minor alterations which were suggested will be discussed with Paul Rotha. The final version of the text will be sent to the FIAF Secretariat as soon as possible, (responsible: Mr. Holman, Mr. Penn);
- Paul Rotha will be paid his fee by FIAF. The payment will be arranged for by Mr. Klaue through the Secretariat.

2. Publication

It is hoped to find a publisher in the United States or in Great Britain. Mr. Holman and Mr. Penn will endeavour to achieve this in London, Mrs. Aveney will ask Eileen Bowser to act as an intermediary in New York.

If they should fail to find a publisher by the end of 1975, "Film Cataloguing" should be published by FIAF.

A Spanish translation should be published for internal use of the UCAL members only.

4. Further projects

4.1. Dictionary of filmographic terms

The following points were agreed on:

1. The dictionary should contain all FIAF languages, as well as Chinese, Japanese and Greek.

Thus, the dictionary would comprise the following languages, drafts of which are available:

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|------------|--------------|----------------|
| 1. English | 6. Czech | 11. Finnish |
| 2. German | 7. Hungarian | 12. Japanese |
| 3. French | 8. Rumanian | 13. Spanish |
| 4. Russian | 9. Norwegian | 14. Portuguese |
| 5. Polish | 10. Swedish | 15. Persian |

to be added:

- | | | |
|-----------------|-------------|---------------|
| 16. Serbo-Croat | 20. Greek | 24. Italian |
| 17. Hebrew | 21. Turkish | 25. Indian |
| 18. Danish | 22. Arabic | 26. Bulgarian |
| 19. Dutch | 23. Chinese | 27. Albanian |
| | | 28. Korean |

2. The Staatliches Filmarchiv is making great efforts to include as many languages as possible.

3. The drafts which are available so far will be sent to all members before the next commission meeting.

A decision will be made at the 1976 meeting on the further preparation, checking of the translations and the form in which it should be published.

4.2. Abbreviations of filmographic terms

A list of abbreviations was compiled by Mr. Holman and Mr. Penn and added to the manuscript of "Film Cataloguing".

The following alterations were agreed upon:

Colour processors	from	col	to	col. p.
Composer	from	comp	to	compos
Effects Animator	from	Fx/Eff	to	Fx or Eff
Music	from	m	to	mus
Special	from	sp	to	spl

Mr. Holman agreed to check the list with the maximum data for films and to make any additions that he thinks appropriate. The additions will be discussed at the next meeting of the commission.

4.3. Definition of filmographic terms

During the discussion all the participants felt that a definition of filmographic terms would be of great value for cataloguing and that FIAF should attend to that matter on account of its experiences. It was suggested that attempts should be made to get some students to cooperate in this project.

Agreement was reached to proceed as follows:

- All members of the commission will elaborate definitions of filmographic terms.
- The definitions will be transferred to cards of the size used by international libraries, and be sent to all commission members.
- These definitions should be exchanged at least two weeks before the next meeting, if possible.

4.4. Study on the application of computers for film cataloguing

Mr. Penn advised the members that the IFTC, too, intends to hold an inquiry on the application of computers for film cataloguing. He said that at the present time it was not known in what way this would be done.

The members agreed that the FIAF cataloguing commission should undertake an inquiry among the members of the organisation asking them what experience they have had in the application of computers.

The following archives should be included in the inquiry: Museum of Modern Art, Library of Congress, American Film Institute, Svenska Filminstitutet, National Film Archive, Imperial War Museum, Staatliches Filmarchiv der DDR, National Film Archive of Canada.

The following questions should be asked:

- description of the system
- possibilities and limits
- cost
- number of staff
- time for preparation
- relationship between archive and computer office

It would be desirable if this material could be made available for the 1976 Congress.

The inquiry will be prepared by Mr. Klaue.

4.5. List of restored classic films

The members agreed that it would be very useful, and duplication of work could be avoided if information could be exchanged within FIAF about restored films.

During the discussion the members reported on their experiences in the restoration of films:

Mr. Ledoux spoke of the problems involved, some of which were: the differing methods employed in the restoration of silent and sound films, the restoration of films by comparing any material available from other archives, or by comparing the sources existing in the archive concerned, the fact that there have been more than one original negative of many films, and the existence of different versions of a films.

Mr. Holman stated that the restoration is the logical continuation of cataloguing and that a central index should be set up listing all the films that have been restored.

Mr. Armatys pointed out the importance of censorship cuts. In Poland there have been cases of three different versions of many a film resulting from the interference of censorship.

Mrs. Gebauer suggested that a list of classic films be compiled and that archives should be asked to report as to where the best master copy is held.

Mr. Ledoux suggested that FIAF members should incorporate in their annual reports any films that have been restored.

It was agreed that an inquiry should be made among the members to find out what films have been restored. And following this, the matter could be covered in the annual reports.

Mr. Klaue agreed to prepare the inquiry.

4.6.+4.8. National filmographies -

bibliography of filmographic sources

Mrs. Aveney and Mrs. Gebauer undertook some useful preparatory work for a comparison of national filmographies. Nevertheless they were unable to complete this task, since it became evident that there were neither a complete survey of national filmographies, nor of other filmographic sources in existence.

The members of the commission agreed that it was necessary to bring former FIAF publications of filmographic sources up to date and to make additions.

In the course of the discussion a number of suggestions were made as to how extensive a work of this kind should be and also what details would have to be considered: hidden filmographies (e.g. in magazines and other publications), also filmographies of film makers, if no other information on the national film production was available. Short films should receive greater attention.

It would be desirable if suggestions by commission members could be given with regard to the reliability of the sources.

Mrs. Gebauer agreed to study the possibilities of bringing the existing material up to date, and to contact the Rumanian Archive to discuss a possible joint revision. The Institut für Filmkunde would be willing to compile a manuscript of a bibliography of filmographic sources with international participation.

Mr. Klaue will request that a sum of money be made available for photocopying in the 1976 and 1977 FIAF budgets.

4.7. Exchange of filmographic information

The proposal made by Mrs. Luttor was accepted. It was suggested that the text should be published in the FIAF Bulletin.

4.9. Training of cataloguers

The members of the commission considered that the following were possible ways of training cataloguers: cataloguing be included in the syllabus of the FIAF Summer School (as was conducted in 1973), and the organising of a course for training and further education together with ASLIB and IFTC.

It would not be possible to organise a FIAF Summer School dealing exclusively with issues of film cataloguing.

4.10. Cataloguing of TV material

The members agreed that no major problems had been encountered in the cataloguing of TV material, but that a number of new terms had emerged.

The following was agreed:

Mr. Holman will contact the BBC with regard to this matter, Mr. Penn will contact ITV.

Mrs. Gebauer and Mr. Klaue will likewise attempt to ascertain any terms deviating from film cataloguing, in cooperation with their respective TV stations. Mr. Armatys agreed to do the same in Poland.

Any deviating terms should be sent to Mr. Klaue before the end of 1975, he will then prepare a summary to be presented to the next meeting.

5. Other projects

5.1. Selection

It was agreed that the matter of selecting material for the stock of an archive affects ~~xxx~~ cataloguing, but that it is not of immediate concern to the cataloguing process.

It is not the intention of the commission to deal with this subject.

It was agreed to suggest to the Comité Directeur that the issue of selection be made the subject of a specialised congress.

5.2. Standards for transliteration

Standards for the transliteration of non-European languages have been established by ISO.

All necessary documents will be obtained from ISO and are recommended for use by all members.

5.3. Central index of films

A number of legal problems prevent the suggestion put forward by Mr. Holman from being put into practice, i.e. setting up a central index of films which are held by the member archives.

It was suggested that the members be asked to draw up a list of classic films and also to indicate the location of the best master print.

5.4. Description of cataloguing systems

It would be desirable for all members to describe their cataloguing systems and cataloguing principles and also make available samples of the index cards used in their respective archives.

The members felt doubtful as to whether the cataloguing principles could adequately be described, yet the setting up of a collection of sample cards was considered possible.

It was agreed that for the time being the archives should be invited to make available samples of their cataloguing cards accompanied by a short description.

5.5. Chapter on film cataloguing for "Basic Manual on Film Archives"

Opinions were exchanged as to what would be required in a chapter on the cataloguing of films for the Basic Manual.

Mr. Ledoux felt that this chapter should be a simple presentation of cataloguing, intended mainly for junior cataloguers.

Mr. Holman suggested that the indexing of films (subject index) be included.

No decision was reached as to who would write this chapter. Mr. Holman and Mrs. Aveney agreed to check whether they or one of their staff would be willing to undertake this work.

5.6. Users of the catalogue

The issue of the relationship between users and catalogues, the impact which this has on cataloguing, particularly the depth of the preparation of films for cataloguing and the relationship between the actual work and use is considered to be of great importance.

It would be desirable if more information and experience could be made available on this subject from other archives.

It was suggested that this subject should perhaps be discussed in more detail at the next meeting, or else that further information should be obtained from other archives.

5.7. Reliability of sources for the cataloguing of the current productions

Mr. Ledoux suggested that inquiries be made among the members asking them what sources they consult in every day cataloguing.

Agreement was reached that this form of inquiry be made. Mr. Ledoux will compile a draft and send it from the Secretariat to the members.

6. Information on the tasks of the IFTC cataloguing commission

Dr. Roads, the President of the IFTC Commission for the cataloguing of audio visual material was invited to report on the activities and tasks of that commission.

Dr. Roads reported on the IFTC Conference which was held in autumn 1973 in London, with 94 delegates representing 20 countries. The minutes of the Conference are in the process of being printed. Unesco will make publishing possible. One of the items of the London Conference, i.e. the publication of an IFTC Bulletin, has meanwhile been fulfilled. Three issues have been published so far. FIAF is invited to make further contributions to the publication.

IFTC has been charged by Unesco to commission a study on the cataloguing of films. One research worker is busy on this project. The study will be handed over to Unesco in February 1976 and will be widely distributed.

Another conference on the cataloguing of audio visual material is to be convened in 1977. Based on the results of the 1973 conference, the IFTC cataloguing commission is currently dealing with the following items:

- continuing the work of the minimum data list
- Possibilities of standardisation when cataloguing audio visual material. An inquiry will be conducted to find out possible points of contacts;
- a catalogue of audio visual material on Africa
- standardising of terminology.

Dr. Roads welcomed the opportunity of attending the meeting of the FIAF commission. He feels that cooperation between the two commissions is necessary and useful.

In this connection Mr. Penn reported on an ASLIB meeting - i.e. of the audio visual group - at which an exchange of opinions between archivists and users took place. The users greatly appreciated the work achieved by the archivists, but they also made a number of requests: that material should be recorded in as much detail as possible. Consideration should also be given to indexing catalogues on verbal subject matters and not on numerical principles. The users expressed the wish that when requesting material the archives should not supply them with too narrow a selection, but offer them a wide choice which would then enable the users to make their own selection. In the majority of cases they are the ones that have a greater expert knowledge, and besides they also have to consider a number of artistic aspects for each production. The severest criticism that an archive can receive is that of cataloguing inaccurately.

From the discussion a number of suggestions emerged, i.e. higher fees should be paid to the archives by the users, in order to guarantee a more exact and thorough preparation of the material. Mr. Holman talked about the experiences which were gained on the subject indexing of 25,000 titles. They were indexed with the

help of secondary sources, without viewing the films themselves. Approx. two subject entries were recorded for each title. It took about two years to complete this subject indexing of the whole collection. Mr. Penn illustrated a problem that is confronting every archive: whether to devote a considerable amount of expenditure for cataloguing - thus resulting in short time retrieval of the material, or a small expenditure on cataloguing - and a long time spent on retrieval.

It was generally agreed that archives should exchange their views on the question of how thorough the preparation should be in describing and indexing the contents of films.

Future commission meetings

The majority of the members felt that due to financial reasons it was impossible to convene another meeting in 1975.

It was fully agreed to organise the next meeting in spring 1976. All members thought Belgium a favourable place for their meetings, as the prices for accommodation and travelling expenses were considered reasonable.

It was agreed that all members should be prepared to attend and prepare for two meetings in 1976, one to be held in spring and the other in autumn.

The members agreed to examine whether it was possible to organise a commission meeting in their respective countries.