

MINUTES

Meeting of the Cataloguing Commission of FIAF

held in Budapest on April 24 - 18, 1979

Participants:

Mmes Gebauer, Harrison, Luttor

Messrs. Acimovic, Armatys, Holman, Klaue, Lindfors, Smithers

Guests:

Messrs. Schulz (Berlin) and Toth (Budapest)

Agenda:

cf. Appendix 1

The agenda was accepted as proposed. Item 3 was dealt with together with item 1 (Chairman's Report).

Ad 1, Chairman's Report

Mr. Klaue welcomed the participants and expressed gratitude to the Magyar Filmtudományi Intézet / Filmarchivum for the organization of the session.

He assessed the fact that all members of the Commission take part in the meeting as an expression of the interest in international cooperation in the field of film-cataloguing. The rather depressing impression which appeared at the 1978 Warsaw session, in which no more than 4 members were able to participate, seems thereby to have been overcome.

Mr. Klaue gave a general evaluation of the work of the Commission. Progress has been made more slowly than had been expected. This fact should not be regarded as an expression of bad intentions. Tasks for the Commission are additional burdens and it cannot always be estimated in advance how the pledges can be met beside the necessary daily activities. The other commissions of FIAF are likewise characterized by this phenomenon.

The Report was concentrated mainly on the following points.

1. Extension of the Commission

The poor attendance in Warsaw and the retirement of Jacques Ledoux as a member of the Commission made it necessary to pay special attention to its extension and stabilization. The archives of Prague, Bois d'Arcy and Moscow showed a negative response to the candidates recommended in Warsaw. The Imperial War Museum and the Svenska Filminstitutet consented to Mr. Smithers' and Mr. Londfors' cooperation in the Commission. Therefore no contact was established with Mr. Sam Kula.

The Executive Committee confirmed the nomination of these two new members.

2. Report at the General Assembly and the Executive Committee

The Chairman of the commission reported at the 1978 General Assembly and at the sessions of the Executive Committee in November 1978 and February 1979 on the work of the Commission. He regretted that the reports submitted had in no case resulted in suggestions or proposals for the work of the Commission. He asked the members to evaluate this phenomenon in the course of the discussion.

3. Publication of Film Cataloguing

Mr. Klaue informed the members on the inexplicable delay in the publication of "Film Cataloguing" by the New York publishers. None of the dates stated for the publication of the book had been adhered to. He recommended to initiate steps toward cancelling the contract and to look for another publisher or to have FIAF itself undertake the publication.

4. Collection of samples of Catalogue Cards and Description of Cataloguing Methods

Mr. Klaue informed on the result of the enquiry among FIAF-members. All archives listed in Warsaw were requested to describe their methods of cataloguing and to send samples of catalogue cards.

Out of 19 archives ten have replied. The materials received are regarded as a valuable help especially for archives which start establishing a cataloguing system and are looking for practical proposals.

Mr. Klaue recommended to use the documents received for those attending the 4th FIAF Summer School.

He expressed his gratitude to all archives which took part in the enquiry.

#### 5. FIAF Summer School

Mr. Klaue informed on the discussions he had had in Wiesbaden with Mrs. Gebauer and Mr. Pöschke regarding a possible specialized FIAF Summer School on cataloguing problems. Due to the changes which came about concerning film archives in the FRG, there exists at present no chance to hold such an event in 1980 or 1981 in that country. The participants in the consultation were asked to say whether perhaps another country would be in a position of organizing such an event.

Mr. Klaue reported on the stage of preparation for the 4th Summer School in Berlin and the envisaged plan of themes on issues of film cataloguing.

#### 6. FIAF-Congress 1980

Information was given on the intention to discuss archival problems within the framework of the Symposium lasting one day. Mr. Klaue suggested to make use of this possibility with a view to discuss tasks of film cataloguing and to draw the attention of the participants of the Congress to this task.

#### 7. Activities in the Field of Film Cataloguing beyond FIAF

##### 7.1 UNESCO-Recommendation on Moving Images

A report was given on the intention of UNESCO to adopt an international recommendation on the preservation of moving images. The draft of this recommendation provides that the countries should publish filmographies and catalogues of their production in a standardized form. This demand will, from a long-term view, necessitate standardization in this field.

## 7.2 IFTC

The members of the Commission were informed that FIAF has left IFTC. Nevertheless the meeting on problems of cataloguing of audiovisual materials, which has been set down for the autumn of 1980, should be attended.

A representative of the Commission should be nominated for this task. Should the materials for the meeting be available in the spring of 1980, the Cataloguing Commission should deal with them at its next session.

## 7.3 FIAT

Mr. Klaue informed of the meeting with the Executive Committee of FIAT and on the interest shown by that organization in substantive cooperation. He suggested to elaborate together with FIAT some projects, above all the glossary of filmographic terms. Possibly a representative of that organization should be invited to attend the next session of the Commission.

Mr. Klaue informed on further international activities in the field of film cataloguing for example on the intention to establish a computer catalogue of non-feature films (Habitat and Film-Fair of Milan), on the activities of IFLA and on other items.

In the course of the exchange of views on the chairman's report the following decisions were taken:

### 1. Publication of "Film Cataloguing"

1.1 The publishers in the U.S.A. are granted a time limit for a final declaration by May 25, 1979. Mrs. Harrison undertake to obtain an answer from the publishers.

1.2 Should no definitive answer be given by the time of the beginning of the FIAF-Congress, steps will be taken to cancel the contract and to recall the manuscript.

Mr. Klaue will discuss, during the FIAF-Congress, with Mrs. Bowser the necessary steps.

- 1.3 Mr. Holman searches for possibilities of publishing the manuscript in Great Britain (not later than at the FIAF-Congress).
- 1.4 All members of the Commission are requested to look in their respective countries for possibilities of publication.
- 1.5 If no publisher is found for the publication it is suggested that FIAF itself takes on the printing.  
Envisaged edition: 2,500 copies. Sales price: between 12 and 15 Dollars.  
Mr. Klaue will discuss with Mrs. Van der Elst and on the Executive Committee the issue of publication and the distribution through FIAF.

## 2. Activizing Work with the FIAF-Bulletin

The members of the Commission agreed that the FIAF-Bulletin should be made more use of in order to report on problems of film cataloguing.

Mrs. Luttor once more called on the members of the Commission to send their materials for a contribution "How long time does the cataloguing of a film take?"

## 3. Symposium 1980

The members of the Commission held a thorough exchange of opinions on the situation of the catalogues in the individual countries. All of them expressed the view that insufficient attention is being paid to cataloguing in the archives compared with preservation and cultural activities. It would therefore be appreciated if at the Symposium in Karlovy Vary a possibility could be established of emphasizing the role and significance of work on the catalogues.

It was decided:

- 3.1 Mr. Klaue supports in the Executive Committee the interest of the Commission in a discussion of archive issues at the Symposium in Karlovy Vary and announces that one of the subjects should be the situation of the catalogues in the archives.

3.2 The Commission will deal concretely at its next session with the preparation of that contribution.

3.3 It was suggested to gather, for the preparation of a paper of the Cataloguing Commission in Karlovy Vary, precise information on the situation of the catalogues in the individual archives.

Mr. Klaue will endeavour to obtain corresponding information at the 1979 FIAF-Congress (number of personnel, quantity of holdings, relations of the personnel to other sections).

#### 4. FIAF Summer School

No chances exist at present for a specialized FIAF Summer School. The issue will once again be discussed at the next session of the Commission.

The participants submitted the following supplementary information:

Mr. Smithers reported on

- the envisaged session of IFTC in Canada in 1980 the preparation of which is mainly in the hands of Dr. Roads.
- the session of the Cataloguing Commission of the International Organization of Sound Archives (IASA) and the criticism levelled at the IFLA-proposals regarding the cataloguing of non-book materials. The IFLA's response to the attitude taken by IASA was different. There are tendencies to listen to proposals made by specialized organizations and endeavours to enforce existing IFLA-recommendations against all the other positions.

He suggested that the FIAF Cataloguing Commission, too, should make a statement regarding the IFLA-materials. This issue is dealt with in point 7 of the agenda.

Mrs. Harrison informed on

a session in the U.S.A. on problems of cataloguing of films and television materials. There, too, no consent was given to the Anglo-American cataloguing rules for film. Several study groups were formed which are to investigate various

aspects of cooperation between archives (standards, computers). Some views expressed at that session have already been accepted by the practice of the Library of Congress (e.g. Use of original titles, summarizing all materials under one title). The participants of the session welcomed the fact that Mrs. Harrison will make available the minutes of this consultation.

Ad 2, Exchange of Opinions on New Cataloguing Projects

Mr. Schulz informed on the EDP-Project of the Staatliche Filmarchiv der DDR which was introduced since early 1979.

Mr. Smithers reported on experiences with the computer-project of the Imperial War Museum.

Mr. Lindfors reported that changes in the computer-system used in Sweden are becoming necessary in order to be able to make use of the programme for filmographic work.

Mr. Holman reported on the intention to publish, with the aid of a computer, a title-catalogue comprising some 10.000 positions. The greatest difficulty in this scheme is due to the establishment of a thesaurus in order to describe, with the aid of 1 or 2 descriptors, the content of the films.

Mr. Acimovic explained a cataloguing system introduced in the Jugoslovenska Kinoteka which is based on a covering of minimum data in order quickly to integrate new acquisitions into the holdings. He suggested to exchange information on the contents of newsreels between the archives in order to obviate the need to carry out the same work in every country.

Mrs. Lutter announced new filmographies on Hungarian film-production. The same may be expected of Filmoteka Polska which has completed the first volume of the national Polish filmography (1947-1954).

Ad 4, Publication of the Study on the Use of Computers for  
Film Cataloguing

All archives are requested to supplement their articles. Supplements have been handed in by the Museum of Modern Art and the Staatliche Filmarchiv. Work on manuscripts has been completed. The following steps are necessary for the sake of publication:

- 4.1 Editorial revision of the manuscript to be done by Mr. Klaue.
- 4.2 Production of a final copy to be done by the FIAF-Secretariat. Mr. Klaue to discuss this task with Mrs. Van der Elst.
- 4.3 Correction of the final copy to be done by Mr. Holman.
- 4.4 Printing by FIAF  
The same cover as for "Film Cataloguing"  
200 copies  
Sale price: 5 Dollars.
- 4.5 Advertising through members of the Commission by use of PIP, specialized periodicals in the USA and Great Britain, publications of the archives.
- 4.6 Distribution: The Deutsche Institut für Filmkunde in Wiesbaden might be prepared to take over distribution. This will be discussed with Mrs. Van der Elst.
- 4.7 Copyright: The manuscript to be supplemented by this issue (Reprinting and quoting only with the consent of the archives concerned or FIAF).

Ad 5, The Present Stage of Work on the Glossary of Filmographic  
Terms

Mr. Klaue reported on the present stage of work. The following decisions were taken:

- 5.1 With the aid of the archives efforts are being made to obtain Russian (Gosfilmofond) and Spanish (Mexico) translations of the terms and definitions (Mr. Klaue).
- 5.2 Corrections to be made of the working translations in French (Cinémathèque de Toulouse) and German (Staatliches Filmarchiv, Institut für Filmkunde) (Mr. Klaue and Mrs. Gebauer).



- 5.3 A draft for publication to be prepared in the following order:
- numbering of each term
  - for every term 1 page in English, French, Spanish, German and Russian.

Should a term not be translatable into other languages, only the definition is translated with a remark that there does not exist an equivalent expression in the language concerned and by whom the defined task is executed.

5.4 An appendix to contain:

- adding terms with definitions which, according to the Anglo-American structure of film production, did not arise.
- An appendix with an alphabetic order of all terms referring to the number concerned. The Russian language to be written according to the internationally-standardized transcription.

5.5 References and supplements by the French translator.

Mrs. Marçia Lerner receives thanks for her work on behalf of the Commission. As to her corrections and additions the following statements are made:

bit-player: term not included

breakdown: term not included

close-up: term not included

commentary written by: change not accepted

documentation: changed as follows:

The provision of documents to substantiate facts portrayed in nonfictional films

dubbing print: change not accepted

dubbing studio: change not accepted

dolly shot: not included

travelling: not included

extras: not included

first screening (premiere): included:

The first public showing of a film

length: not included

live: included:

The direct transmission of action as it happens

long shot: not included  
master: not included  
mixer: not included, but reference to Sound editor  
plot: included as a term and referred to Synopsis  
of plot  
propman: supplemented as a term  
score: amended in the hitherto definition:

The music composed or arranged for a film with parts for instruments or voices either recorded or on sheet music.

Ad 6. Present Stage of Work on the Bibliography of Filmographies

Mrs. Gebauer reported on the hitherto achieved result of the work on that project. The following decisions were taken:

6.1 Supplementation of missing data

- At the FIAF-Congress in Lausanne the following archives were once more called upon to cooperate in this project:  
Argentina, Bulgaria, CSSR, Finland, France, Italy, Korea, Mexico, Portugal, Spain, Switzerland and Congo.
- The following members of FIAF were once more called upon by letter to cooperate (Mrs. Gebauer): Cuba, Egypt, Indonesia, Israel, Peru, Turkey, Uruguay, Venezuela.
- As to other countries the following was decided:

Algeria: Mrs. Gebauer to write a letter to the Cinémathèque Algérienne (address to be obtained from Staatliche Filmarchiv)

Israel: Mr. Holman to try to obtain data in London

China: Mrs. Gebauer to write a letter to the FIAF-Secretariat regarding the Chinese film archive.

Mr. Acimovic to ask the director of the Chinese film archive on the latter's visit to Belgrade, to cooperate.

Greece: Mrs. Gebauer to write a letter to the Cinémathèque de Greece, a copy going to the Staatliche Filmarchiv which will call for cooperation when visiting Greece

Ireland: Mrs. Gebauer to write a letter to Liam O'Leary  
(address to be obtained from the Staatliche Filmarchiv)

Hongkong: Mr. Holman to ask David Francis for information

Japan: Mrs. Gebauer to write a letter to the Film Archive in  
Tokyo

Vietnam: Mr. Klaue to start consultation with the Film Archive  
in Vietnam

New Zealand: Mrs. Gebauer to discuss the matter with a  
representative of the archive in Lausanne

Jordan: Mr. Smithers to consult Dr. Roads.

The Staatliche Filmarchiv to pass on the following addresses to  
Mrs. Gebauer: Malaysia, Singapore, Pakistan, Kenya, Tanzania,  
Mali, Iraq, Iceland.

The Library of Congress to try to ascertain whether filmographies  
are known to exist by way of bibliographies from African and  
Asian countries.

Mrs. Gebauer to try to get in touch with some countries through  
the embassies in the FRG (Libanon, Marocco, Taiwan, Phillipines).

During the FIAF-Congress Mr. Casanova to be consulted about the  
possibilities of obtaining information from Latin-American  
countries.

## 6.2 Division of the Bibliography

The following was decided:

- breaking down according to countries,
- within the countries in alphabetical order of authors,  
then works without an author and finally periodicals  
(in alphabetical order of the titles).

## 6.3 Bibliographical Data

Author, title, publisher, place and year of publication.  
The order of the data following international standards.

#### 6.4 Annotations

On each work the following data to be listed:

- filmography, film-history, check-list
- time covered by the publication
- information on whether filmographic data on feature films, documentary films, animated films
- information on whether it is a trade-paper, a periodical or a year-book
- language
- detailed or brief data on credits
- information on data regarding contents

#### 6.5 Index

The index is to comprise:

- a list of periodicals which contain, apart from data on the national production, also filmographic information on foreign productions (Mr. Armatys)
- a chronologic order
- a list of international specialized filmographies on particular genres or film categories (Mr. Armatys).

### Ad 7. Other Projects

#### 7.1 IFLA

It was decided to address a letter to IFLA and to raise a few basic objections to the recommended methods of cataloguing non-book materials (Mr. Klaue).

All members of the Commission were recommended to deal with the IFLA-Document, since in case of a positive reply by IFLA the next session of the Commission will have to discuss a position paper of FIAP.

#### 7.2 Possibilities of Standardizing Cataloguing and Filmographic Work

There occurred a thorough exchange of views on the possibilities of starting work for a standardization of the cataloguing of films and filmographic work. The members of the Commission did not think to be able to carry out intensive work on this

project at the present time, although everybody was aware that during the next years there would be an international need for it. It was decided to start collectively at the next session of the Commission with discussing some problems. As far as possible problems about it should be worked out for discussion. According to the present stage of matters it is regarded as possible only to meet this task step by step.

### 7.3 The Next Session of the Commission

There exist a welcome preparedness to organize the next session of the Commission. If possible a date between March 15 and April 15 should be chosen.

By October the chairman of the Commission should be informed about the concrete possibilities in the various countries.

As candidates for the organizing of the session the following countries were nominated: U.S.A. (possible only provided that the representatives of the socialist countries could participate. First the issue of travelling expenses would have to be clarified and Mr. Klaue be notified), Great Britain, Sweden, FRG, Yugoslavia. Should all the other variants come to naught, a session in Belgium should be organized.

The members of the Commission found in Budapest excellent working conditions. Sincere gratitude was expressed to the Magyar Filmtudományi Intézet for the excellent organization of the session and the hospitality accorded to the participants.

