

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF
HELD IN BRUGES ON APRIL 26 - 30, 1983

Participants: Ms. Harriet Harrison, Mr. Jon Gartenberg, Ms. Dorothea Gebauer, Mr. Roger Holman, Mr. Wolfgang Klaue, Mr. Rolf Lindfors, Ms. Márta Luttor, Mr. Roger Smither, Ms. Ani Velchevska, Ms. Brigitte van der Elst (Executive Secretary of FIAF)

Agenda: The Draft Agenda for the meeting was amended to facilitate discussions particularly relevant for Ms. van der Elst and Mr. Klaue, who would only be attending for the first day. A copy of the amended agenda is attached. (cf. Appendix I)

Item 1: Minutes.

The minutes of last year's meetings in Bruges, which were distributed before the meeting, were approved as amended. (cf. Appendix II for copy of the single amended page.)

Item 2: Reports.

a) Film Cataloging.

The publisher, Burt Franklin, has sent financial reports to FIAF for the years 1980 and 1981. They are:

<u>Year</u>	<u>No. of Books Sold</u>			<u>Total</u>	<u>Income</u>
	<u>Returns</u>	<u>Domestic(US)</u>	<u>Foreign</u>		
1980	3	189	56	248	\$605.00
1981	4	127	23	154	\$515.90
					Total: \$1,120.90

FIAF receives 15% on US sales and 10% on sales elsewhere. The current price for the book is \$19.95, available from Burt Franklin.

Mr. Klaue reported that the book received positive reviews in the German language professional literature (a serial publication for archivists). He will send a copy of this review to Ms. Harrison for the Commission's files. The review mentioned that the achievement of standardized rules for film cataloging is still a long way off and that film archives still need to pay closer attention to the problems of selection.

Ms. Harrison reported that Filmoteca de la UNAM has now published a Spanish translation of Film Cataloging (Catalogacion Filmica. Mexico City: Filmoteca UNAM, 1982) as an issue (April 1982) of their serial publication: Boletín CIDUCAL.

b) Executive Committee and Annual Congress Meetings.

Mr. Klaue reported that the Cataloguing Commission report had provoked more controversy and positive discussion than ever before at Annual Congress meetings. One major area for discussion was computerization. Some members felt that the Commission should develop a computer system, including software and hardware, for FIAF members to use. Others, more realistically, simply asked the Commission for more information on computerization. The result was that the Commission agreed to redo the computer survey, published several years ago, and already out of date.

A second major area for discussion was the development of a central catalog for FIAF member holdings. The discussion went in several directions simultaneously. Some members, representing primarily the smaller archives, wanted the catalog to reflect complete holdings, while others recommended more selected lists, for example a list of original negatives, or a list of nitrate holdings. The Executive Committee did not continue discussions on these topics at Madrid since Ms. Harrison was unable to be present, but the Commission should make specific recommendations on these topics for Stockholm.

Mr. Smither particularly requested Mr. Klaue and Ms. Harrison to request at Stockholm the cooperation of the members in filling out and returning the computer survey questionnaire he had distributed earlier this year. So far he has received only 17 responses. Since Mr. Smither and the Commission undertook this project at the request of the members at Oaxtepec, Mr. Smither believes they need to be reminded that, if they want the study, they should respond.

c) Activities of International Organizations.

Mr. Klaue reported on the activities of the following international organizations:

1) Liaison Group.

Under the umbrella of Unesco, a liaison group composed of FIAF, FIAT, IFLA, IASA, and ICA has developed. They have met several times, but thusfar, the meetings have only been a mechanism for the exchange of information about each other's activities. No common projects have yet developed. The next meetings will be in June, and Mr. Klaue would like to report to them about our rules standardization project. He suggested that we circulate our draft rules to them for their review, but not until the rules drafts are at a much more finalized stage. The consensus of the Commission was that a draft would probably not be ready for circulation for at least two years, and Mr. Klaue agreed to report this to the group.

2) Unesco.

Unesco has not been interested in FIAF cataloging matters, with one exception: they will sponsor a regional meeting in

Poona which has as its topic the development of film archives in Asia. The meeting will probably take place in February of next year, and FIAF has been asked for advice. Mr. Klaue would like to recommend cataloging as the topic for one session, and believes that the presentation should be very generalized in nature, since participants will have a variety of backgrounds, ranging from staff work at beginning archives to no experience at all. Ms. Gebauer recommended that Mr. Klaue recommend Ms. Harrison to present the cataloging seminar in Poona. Everyone agreed, and Mr. Klaue explained to the members that Unesco has a poor record in following the recommendations of FIAF as regards the choice of experts to present lectures and train new archivists. Thus there is absolutely no assurance that FIAF's recommendations will be followed for Poona.

3) Asian-Pacific Film Databank.

Mr. Klaue reported on this development which will apparently center around current film production and not include archival activities. However, he has no clear information on this topic. No other members had any better or clearer information, and it was decided to wait and see what developments take place before considering the matter further.

4) IFLA.

Mr. Klaue had nothing to report. Ms. Harrison reported that a Library of Congress staff member, Ms. Lucia Rather, had been made head of the IFLA committee on the revision of ISBDs. Ms. Rather has supplied us with a paper on revision recommendations, and appears willing to keep us informed on future activities.

5) FIAT.

Recent cooperative efforts with FIAT have centered around preparing the technical symposium for Stockholm. Except for one workshop, cataloging has not been included in the symposium. Guenter Schulz will chair this workshop which will present techniques for describing and recording technical aspects of film archive work.

FIAT is also open to cooperation in other areas and is particularly interested in our work on glossaries, computerization, and cataloging rules. After the meetings in Stockholm, there will be a joint meeting of both Executive Committees, and Mr. Klaue would like advice from the Commission members on how far to go in offering cooperation on these projects. Members agreed, particularly in the area of the computer survey, where Mr. Kula had previously urged cooperation, that we should suggest the development in FIAT of a companion project and the exchange of the results of the work, rather than combined projects. The fear was that combined projects would be difficult to administer, and thus might not achieve any publishable results.

Mr. Holman distributed a paper showing the organization and office holders of FIAT. He further reported that their Commission on

Selection and Preservation has prepared a technical glossary list, including 112 terms with a two-page bibliography, "Television Archives--Terminology" (Work Paper -- July 1982)." Their Documentation Commission has also drawn up a proposed minimum data list, which Mr. Holman distributed to the members.

6) ICA.

Mr. Klaue reported that ICA has been involved in a special project through Unesco: RAMP. Up until now, RAMP has concentrated on paper archives, but Unesco is willing to include film archive projects in RAMP, and FIAF has submitted a list of possible themes and tasks which included cataloging. There will probably not be immediate support for these projects, but it will still be useful to stay in contact, because RAMP is well-established and well-organized. Already they have sponsored a seminar on moving images in paper archives, held in the Philippines. Mr. Kula attended this seminar and is doing a study on the selection of moving images for them.

ICA's next major conference will be in Bonn. One of the topics for discussion will be "New Media in Archives," and FIAF has been invited to participate and present our opinions. The Bundesarchiv will be the host for the conference.

7) IASA.

IASA's next major conference will be held in May in Arlington, Virginia, and FIAF has been invited to send a representative. Mr. Smither reported that IASA's Cataloguing Commission has seemed in the past to achieve good cooperation with Unesco, but certain promises to publish have fallen through, and IASA has had to proceed on its own. Mr. Smither will be unable to attend the conference, but Mr. Kula, or Mr. Gibson of LC, may be asked to convey FIAF's greetings to IASA members.

Item 3: Minimum Data List for Nitrate Holdings.

Ms. Harrison reported that following the discussions at the Annual Congress in Mexico (previously presented by Mr. Klaue, q.v.), the Executive Committee had asked her and Henning Schou to prepare minimum data lists which could be used to prepare forms for the proposed central catalog of FIAF member holdings. Using the MOMA embryo form as an example, Ms. Harrison prepared a draft for discussion at the Madrid Executive Committee meetings. She distributed this draft, as well as the MOMA embryo form headings, the Ledoux silent films forms, and a nationally approved U.S. minimum data list, for the members to use as a basis for discussion. In the discussions which followed, the group revised the draft extensively, and made further suggestions for the Executive Committee to consider in organizing the project. A copy of the amended draft is attached. (cf. Appendix III.) The further suggestions for the Executive Committee are:

- 1) The project should start with identified feature (over 1000 m) films from the beginning to 1955. A way should be sought to prevent duplication with Ledoux's project.
- 2) A standard list of abbreviations should be prepared for the names of the participating archives.
- 3) The ISBD publication, Names of States, is recommended as a standard list of abbreviations to be used for filling in "country of origin."
- 4) Archives should be advised to use the appropriate parts of our standardized rules as instructions for filling out the form--once these rules are ready.
- 5) The information gathered for the project should be for the use of participating members only.
- 6) A definition for participating members should be prepared, so that each such archive provides a bonafide number of titles.
- 7) The information gathered should be held initially on cards at the Secretariat, envisaging the future use of a computer for storing the data base.
- 8) Only preservation-based inquiries should be accepted by the Secretariat, and each participating member should provide a list of names of authorized inquirers.
- 9) Forms should be typed, using all upper case letters.
- 10) The Cataloguing Commission can provide a general oversight function for the daily work of maintaining the files at the Secretariat. But, if the project is a success, and many cards and holdings updates are received, we believe that an editor should be hired. Ms. van der Elst and her staff will monitor the first receipts, begin file maintenance and update, and notify the Commission and the Executive Committee when the work becomes too heavy for them to handle. Roger Holman will oversee and monitor the progress of this project for the Commission.

Item 4: Bibliography of Filmographies.

Ms. Harrison apologized to everyone for not having completed the retyping and proofing of this project. She has completed work on approximately one-third of the citations, and she passed around a copy of pages 1 - 15 covering the letters A - C. She will try very hard to concentrate on this work during the summer and complete it during the fall. Ms. Gebauer presented an introduction for the work, and Ms. Harrison will have this translated in Washington. She will then return the translation to Ms. Gebauer for her approval. Mr. Klaue will prepare a foreward, and Ms. Harrison will prepare some "how to" notes which will include the

notice that the basic work on the document was completed in 1981. The members reaffirmed their suggestion to have FIAF publish the document; the cover should be soft (i.e., paper), and the color should be green. Ms. Gebauer suggested that further bibliography topics could include lists of director, cast, or other credit filmographies. Everyone agreed that such sources are often the best for providing staffs with carefully researched cataloging information.

[At this point, Ms. van der Elst had to leave to return to Brussels.]

Item 5: Next Commission Meeting.

Ms. Harrison read to the members a letter from Milka Staykova, President of the Documentation Commission, asking for suggested topics for the joint Cataloguing-Documentation Commission meetings to be hosted in Sofia next year. (See Appendix IV.)

Mr. Klaue stated that the Vienna meetings would be April 11-19 and that the Commission meetings should take place during the first week of April. Commission members further agreed that the same amount of time, e.g., two and one-half days, needed to be allocated for separate Commission work, with perhaps one-half day devoted to a discussion of possible joint projects. Ms. Velchevska agreed to report these suggestions to Ms. Staykova upon her return to Sofia.

During the discussions which followed, Commission members suggested the following possible topics for discussion:

- 1) If our draft rules are ready, the Documentation Commission can be invited to review them.
- 2) Discuss common standards to be incorporated into project work, e.g., names of countries, various lists of standard abbreviations, e.g., names of archives, standard transliteration rules, and standard minimum data lists.
- 3) Develop definitions for cataloging terms which are used in common, e.g., original release title, country of production, original release date, etc.
- 4) Develop rules for cataloging various types of documentation related to individual films, e.g., scripts, posters, pressbooks, stills, etc.
- 5) The development of a project to index current film productions world-wide, on the same basis as PIP, e.g., continually updated.
- 6) Develop rules and mechanisms for the exchange or loan of documentation materials.

- 7) Request the Documentation Commission to review the final drafts of our glossary.
- 8) Develop union lists which contain information on all types of holdings relating to films on a specific topic or director.
- 9) Plan a joint documentation-cataloging summer school.
- 10) A survey of unidentified films held in member archives.

Ms. Harrison will send the list to Ms. Staykova as soon as possible so that they may discuss the topics and choose the most useful (or popular) ones as a basis for their discussions in Stockholm.

Item 6: Exchange of Information about Cataloging Activities in Our Countries and in Our Archives.

Rolf Lindfors - Cinemateket/Svenska Filminstitutet

Mr. Lindfors presented the following report:

Cataloging: A new computer system was put to work, based on the same system as the Swedish Filmography, and Faktablad om Film (Facts about Films Released in Stockholm, published every second month) are using. The system makes it possible to copy information from one data base to another and just to add information needed for archival use. Filmographic information has been checked for Swedish feature films produced 1920-1969 and for all films released after July 1, 1976. Information on films from that period can be transferred directly to the data base of the archive. The system works very well, and a second update of the archive catalog will be done in the middle of May 1983. That catalog will include close to 7,000 of the 8,500 titles in the archive. The system is made for on-line use, but the archive still uses output on microfiche only.

Other: A new technician was employed this year, and this makes it possible for the archive to check all incoming material and wash it without much delay, before it goes to the vault.

The Cinemateket was reorganized during the year. Instead of six small departments, it now has two. The one for documentation (library, stills and posters, clippings) is under the leadership of Margareta Nordström and the one for film archiving (archive, restoration, film clubs) is under the leadership of Rolf Lindfors.

Roger Holman - National Film Archive

Mr. Holman reported that acquisitions at the NFA had increased dramatically over the past several years. The scale of the Archive's

expansion in terms of film materials acquired over this period is vividly revealed by statistics recently compiled. In 1972, it was calculated that the Archive held in preservation nearly 20,000 titles. At March, 1983, this figure had grown to 75,000 titles actually recorded, not taking into account the overspill of material acquired and stored "blind", but yet to be fully examined and identified. In all, this represents approximately 150 million feet of nitrate film and over 2300 million feet of acetate. It should be said that this dramatic growth in acquisitions reflects not only a greater willingness on the part of film companies to donate their holdings, but also the far more urgent and aggressive acquisitions policy adopted by the Archive in recent years, 1982 being no exception.

In the area of cataloging, Mr. Holman gave the following report:

The possibility of using an in-house computer for cataloguing purposes materialized at the beginning of the year. The machine is a Jacquard J100 which is used by the British Film Institute's Membership and Publications Departments. Spare capacity on the computer was offered so that we could continue to capture Archive film records ourselves, thus eliminating the need to send records out to a bureau for keypunching and verification. This bureau method had been used for the records making up the NFA's Catalogue (Part 1) of Non-Fiction Films published in November 1980. The data capture system designed and implemented for us by Bemrose Information Services of Derby underwent many tests, and after staff training, the system went "live" in March 1982.

Microfilming of early British film catalogues is a project being undertaken by the National Film Archive in conjunction with World Microfilms. There are over fifty such catalogues dated before 1912 in our possession, to which have been added catalogues borrowed for filming from the Science Museum in London and the Barnes Museum of Cinematography, as well as some private collectors. When complete, it will be possible to purchase these catalogues in microform, and this will complement a similar microform publication of American catalogues of the period now being prepared in the United States.

The preparation of the FIAF publication Cinema 1900-1906 involved us in a great deal of typing, checking and proof-reading in order to send the camera-ready pages to the Secretariat in Brussels in early February so that this two-volume work would be ready for the Congress in Mexico.

At the same time as concerning ourselves with British film and TV in the Archive, we established a list of British feature films not in the Archive. The Missing British Films 1920-1960 have been identified by checking our holdings against Denis Gifford's British Film Catalogue 1895-1970.

Film viewing has concentrated on early films, notably the Josef Joye Collection and collections of so far unidentified material.

On the national level, the British members reported that the hitherto independent Institute of Recorded Sound has been absorbed by the British Library and has changed its name to the National Sound Archive. This organizational change signals a new interest on the part of the British Library in audio-visual media.

Jon Gartenberg - Museum of Modern Art

Concerning national activities, Mr. Gartenberg reported on a meeting to develop a national union catalog of film archive holdings which took place in February at the Museum of Modern Art. Frank Hodson of the National Endowment for the Arts provided the impetus for this meeting as a necessary integral part of an overall national preservation program for film materials. Attendees at the meeting included the five major U.S. film archives who also have a relationship with FIAF, i.e., the American Film Institute, George Eastman House, the Library of Congress, the Museum of Modern Art, and the UCLA Film and Television Archives. In addition, several computer specialists and a representative from the Library of Congress Network Development Office were invited. The group agreed to follow standards already in existence or under development, specifically the Minimum Data List approved at the Second American Film Institute National Conference of Film and Television Catalogers and Documentation Experts, the MARC Film Format, and the interpretive AACR II manual for cataloging moving images in archives. Subsequent steps will include hiring a systems analyst to make recommendations vis à vis the choice of 1) joining a pre-existing network, 2) locating a data base in an already existing film archive computer center, or 3) developing a new center. In any case, an on-going staff is envisaged for systems assurance, to oversee adherence to standards, to establish authorities, and to input data from manually produced cataloging records. A steering committee composed of members from the five contributing archives will oversee the system, and make decisions about continuing expansion of the network.

Concerning activities at MOMA, Mr. Gartenberg presented the following report:

Beginning just before the Bruges meeting last year, the Film Department moved to new quarters. However, over the past year, work has still continued to make ready one of our two public theaters, our two staff screening facilities, and our study center which houses documentation materials and viewing machines.

Intensive cataloging work over the past year has continued, and about 1000 data entry worksheets have been readied for computer input. In April 1983 we began again the actual entry of cataloged records into the GRIPHOS computer system, and the production of catalog cards from it. Because the GRIPHOS system is not on-line and cannot perform Boolean searches well, we decided to convert to a more up-to-date system. A condensed version of our consultant's report on the 110 software and hardware systems

and service areas we examined in order to choose a new computer system will be sent to each Commission member shortly.

From this report, several options were proposed for final consideration. Over the summer and fall of 1982, we narrowed the choice to the FOCUS system, marketed by Information Builders. Using our data for ten records, in two days, Information Builders set up and demonstrated to us a prototype system for essential data categories of information. At the same time, the Museum has purchased and installed an IBM System/38 machine. We sent the same film requirements to IBM, but they were unable to demonstrate satisfactorily the applicability of the System/38 to the Film Department use. We are now in the process of mapping out specifications, a conversion plan, and a timetable and cost analysis for the FOCUS system.

At the FIAF meeting in 1985 in New York, we would like to have both a demonstration to FIAF members of our on-line system and a published catalog containing key data fields only (title, date, country, type of film, production company, director, and existence of viewing copies) for the entire collection.

Another project of the past year was the creation of a series of forms and rules governing accessioning and cataloging, and the use of films in the collection. (Written summaries of the forms were distributed to each member at the meeting.)

On June 1, 1983 we will hire a fourth cataloger to aid in computer input, proofreading, and cataloging.

Another large project for 1982 was an inventory of 16mm prints in the collection (over 4000 copies) in order to compare the materials in the vaults with the catalog cards. We solved numerous discrepancies and found some missing 16mm prints.

Dorothea Gebauer - Filmarchiv/Deutsches Institut fuer Filmkunde

Ms. Gebauer presented the following report:

Following the move of the Deutsches Institut fuer Filmkunde, partly to Frankfurt (Documentation Department) and partly to another building in Wiesbaden (Department Filmarchiv), cataloging has become more difficult for us, since book material is no longer available for quick information searches. It turned out not to be as possible for us to go to Frankfurt to the Documentation Department as we had all hoped. Too many difficulties arose, so the Filmarchiv had to start collecting documentation material for the films held by the archive. The advantage of the move for the Filmarchiv was to gain access to a new cleaning machine. Now all the films can be washed before putting them in storage. Knowing that information about films was needed not only for daily work but also for visitors and inquiries, the Filmarchiv has started two new indexes (in addition to the existing ones of year, country of production, and directors) 1: filmed

literature, and 2: actors in silent films. We have installed a new subject index for documentary films following the UDC classification system. This system is providing much better access to our stored short and documentary films.

Roger Smither - Imperial War Museum

Mr. Smither presented the following report:

The Imperial War Museum has a new Director. Following the retirement of Dr. Frankland, Dr. Alan Borg became Director in October 1982.

Within the Department of Film, work has continued on the consolidation of acetate film storage at the Museum's outstation at Duxford near Cambridge.

On the cataloging front, the changeover in computer systems, which was forecast last year, has now taken place: the Museum stopped using APPARAT at the end of 1982, and is now working with the Museum Documentation Association's package GOS, already in use for other Imperial War Museum collections. Work has concentrated on three tasks -- the preparation of computer procedures for the conversion of APPARAT output data into GOS format; the working up of the technical records (describing the physical condition of the collection and monitoring the nitrate testing and copying programme) which will remain a separate file under GOS; and elaboration of procedures, including a draft thesaurus for our special subject indexing needs. The small 'floppy disc' microprocessors of the type just entering service at the time of the London Commission meeting are now in extensive use for preparing data for GOS, although for the immediate future, the Museum's use of the system will remain 'off-line'.

Test data for the GOS implementation has been the Museum's collection of First World War film, and the completion of the cataloguing of this material is now in sight. Some form of published catalogue may be produced in 1985, coinciding with a proposed exhibition on official film and photography in the First World War. A history of British and British Empire official film in the First World War, researched and written by a cataloger in our department, will also be considered for publication to coincide with the exhibition.

Wolfgang Klaue - Staatliches Filmarchiv der D.D.R.

Mr. Klaue reported that SFA has just published a catalog of holdings on the Spanish Civil War. All members will receive a copy. Currently the staff is working on the following special subject catalogs: World War I documentaries, and the labor movement in Germany before 1933. The manuscripts for both these catalogs should be ready for the publisher sometime in 1983.

The two cataloging departments of SFA have now been combined into one, whose new head is Guenter Schulz. He now reports directly to Mr. Klaue.

The biggest task the archive has undertaken in the past year was the movement of nearly 400,000 cans of film to new storage vaults. At the same time as the move, the staff checked the information on the labels and all the location numbers to see if they were in agreement with the information contained on their respective catalog cards. Less than 10% discrepancies were discovered during this check, but the task was still very important and worthwhile. Work in the new computer system is continuing. Conversion efforts have been extensive, but, as the old system is being dropped by the computer bureau, the work is essential. The new system will be more flexible and hold a greater storage capacity than the old one.

Ani Velchevska - Bulgarska Nacionalna Filmoteka

Ms. Velchevska presented the following report:

The filmography of Bulgarian feature films is ready for printing but has not yet been printed owing to other problems which arose last year. First, our archive decided to introduce a computer based information system for its collections, in cooperation with the Computer Center of the Committee for Culture. The meetings and discussions with our colleagues from the Computer Center for whom we had to explain our requirements, answer questionnaires, and prepare lists of data requested, took us much time. Realizing the importance of the matter, we put aside other aspects of our work and hope that our efforts will not be wasted.

I shall try to give you more information about the features of our system:

The new system is to be developed in cooperation with the Computer Center. The system is to operate within the guidelines of existing international standards, though it has not yet been decided which specific standard will be used. The cataloguing aspect of the system is expected to connect with all areas of our work: preservation, acquisition, documentation, financial evaluations, etc.

The system will be owned by the Committee for Culture. It will be written to our specifications, and the Computer Center will be responsible for system upkeep.

The system will run on a mainframe computer (probably IBM 4331 or plug compatible one), connected with remote terminals. Our files will be held on discs with movable heads. The computer will be owned by the Committee for Culture, and CRT terminals and printers will be used.

The system will be run on our behalf, and will be on-line.

The basis for each record will be a title. The system will operate with variable length records. The data will be entered into the system on our behalf by the Computer Center.

Concerning other aspects of our work during the last year, we have made:

- cross reference cards for working titles of the Bulgarian feature films.
- index of sources for films adapted from literary or dramatic works.
- filmographies of 500 Bulgarian filmmakers.

All these cards were made manually.

Márta Luttor - Filmarchivum/Magyar Filmtudományi Intézet

Ms. Luttor presented the following report:

After eighteen years of archival work, Mr. István Molnár, head of the Film Archive, retired in September. His retirement from active work means a great loss for us owing to his rich experiences and knowledge. Now, Mr. András Réz, who used to work for the Department of Research at the Institute, directs the activity of the Film Archive under a temporary charge. This situation has brought extra work for the skilled members of the staff, since he needs some help in learning the archival field.

As I reported last time, our Group took part in checking the nitrate holdings. We came to the recognition that we have to carry out a complex revision in order to achieve a clear survey of the whole nitrate collection, and we hope these statements will enable us to do an entire programme for the next two or three years to save this material for the future. This work is planned for this summer, since that period usually seems to be rather quiet.

The Film Archive had another great loss last year. The keeper of the collections of stills and posters died suddenly. She had worked for the Film Archive for twenty-five years, and she was an expert in her field and a good colleague for all of us. A young colleague took over her work, and we are receiving good results from her work. In the last four months she gathered and listed the duplicate stills, and we have a good advance in liquidation of surplus materials. In the near future we will receive new containers for storing the poster collection, and in the following year, the same for the stills collection. This will mean a good deal of work in arranging the materials and administering the new location numbers.

Last year the Group continued the compiling work for filmographies which include foreign feature films shown from 1945 to 1980 in Hungary. Manuscripts will be ready for the Soviet and Czechoslovakian films at the end of this year. Work is now in progress for the American, English, and French films. The work for two new volumes of the Hungarian Filmography, Non-Fiction Films 1971-1980, and Animation and Short Fiction Films 1971-1980

are also in progress, and we hope manuscripts will be finished by the end of this year.

Last year we began a collection of videocassettes, and now we have a small collection of 140 pieces.

Harriet Harrison - Library of Congress

Ms. Harrison reported that the nitrate inventory system designed for M/B/RS use by the Library's Automated Systems Office has now been turned over to the Archive. A team of people has been set up to input existing records over the summer with the aim of inputting as many as possible of the approximately 20,000 titles held by the archive.

The Theodore Roosevelt Catalog manuscript was completed and has now been turned over to the Library's Publishing Office.

An additional new project which the Library has undertaken is to test the use of laser videodiscs in storing and preserving both print and nonprint documents.

Statistics compiled for the February networking meetings at MOMA show that the archive receives approximately 7,500 new titles a year. Current staffing levels can provide minimal level cataloging for about 4,000 titles a year; the remaining materials must stay at an even simpler unverified accessioning level. Only 800 titles in the entire collection of 90,000 titles have received full cataloging.

The Library has again posted the position of Chief of the Division. This may mean that a new chief will be announced in approximately six months.

Item 7: Glossary of Filmographic Terms.

Mr. Gartenberg reported that he had not accomplished as much as he would have liked owing to the requirements of his own work and the needs of planning for the national networking meeting. He has, however, determined where his problem areas lie, and hopes to have the English list completely organized by function in July. He asked advice of the Commission members on several problems. The members recommended that he should not try to add new terms, that he telex Casanova and the Russians about their drafts, and that the Portuguese language version be included only in a later edition of the glossary. Ms. Gebauer stated that she and Dr. Schulz would act as final reviewers for the German draft. Raymond Borde will be asked to do the same for the final French draft.

Item 8: Computer Survey.

Mr. Smither began his report by thanking all those who had responded to the questionnaire he sent out earlier this year. He apologized for the length and complexity of the questionnaire, explaining that the questionnaire was the result of a committee-work compromise. This committee-work was also responsible for the lateness of the questionnaire distribution, which was originally planned for the fall of 1982. Mr. Smither sent out 70 questionnaires in February 1983. The questionnaires were sent to all full members and to those observers whom he felt might be contemplating computerization. All others received a shortened version with a promise to send the full version to any who so desired.

Thusfar Mr. Smither has received only 17 replies. The greatest number of responses have been from Scandinavia and Eastern Europe. He has also received one response from Vienna and a response from Cuba. He requested that all the members attending the Annual Congress urge the FIAF members to respond to the questionnaires, since they were the ones who had urged us to prepare the second edition of the computer survey.

The 17 replies include both large and small archives, and show that archives use their catalogs first for administrative purposes and secondly for service to production companies. The most popular forms of access are: (1) title, (2) director, and (3) subject. Mr. Smither had done some preliminary investigations with a publisher, Butterworth, who at first seemed interested in publishing our results, but lost interest when they discovered that all FIAF members would have to receive free copies of the publication. Discussions centered around the nature of the survey, the relative importance to be placed upon statistics versus detailed responses, whether or not to describe additional known computer systems, and what to do about including FIAT members in the survey. Everyone agreed that statistics should only be used to help analyse the general responses, and that FIAT should not be included in this survey, but rather should be encouraged to make a companion survey of its own. Mr. Smither would like to receive descriptions of additional computer systems known to FIAF members, and was heartened to hear the suggestions of Mr. Francis in last year's Executive Committee which Ms. Harrison read to the group. Specifically the publication should include information on:

- ". the difficulties of adapting someone else's system,
- . the mistakes,
- . the inevitable miscalculations of the time required to plan and implement."

All the members agreed with Mr. Smither's decision to emphasize and evaluate the substantive portions of the responses to the questionnaire.

Item 9: Rules for Standardizing Cataloging in Archives.

The following members presented drafts for discussion:

1. Titles - Roger Smither
2. Countries and Languages - Ani Velchevska
3. Physical Description - Márta Luttor
4. Companies and Dates - Harriet Harrison
5. Cast and Credits - Rolf Lindfors
6. Synopses and Notes - Roger Holman

(The paper on Versions was not presented owing to the absence of Guenter Schulz, who suffered a last-minute illness and was unable to come to Bruges.)

Commission members discussed each paper in turn and provided suggestions for improvement. The group then turned to a general discussion of the next steps to take in the project. The following decisions were made:

(1) Dorothea Gebauer volunteered and will undertake to provide a combined draft of the rules.

(2) Each member will complete the revision of his/her work and send the finalized draft to Ms. Gebauer by July 1, 1983.

(3) Roger Smither will prepare the general introduction.

(4) Harriet Harrison and Jon Gartenberg will work on the problems of recommendations for name authority work and access points.

(5) Dorothea Gebauer will try to have the combined draft ready for distribution to the Commission members by February 1, 1984.

Item 10: Other.

The Commission discussed the following additional matters:

1. A suggestion will be made to the Executive Committee that an "unidentified films" project or commission be reinstated.

2. Ms. Gebauer recommended that the Commission publish a pamphlet on the importance and scope of cataloging films in archives. The pamphlet should be short and capable of being translated into most of the FIAF member languages.

3. Mr. Gartenberg will consult Ron Magliozzi about the amount of time involved in compiling the embryo list.

4. Ms. Velchevska will ask Dr. Schulz to send his draft on "Versions" to Ms. Gebauer.

Appendix I

A G E N D A

MEETING OF THE FIAF CATALOGUING COMMISSION

BRUGES, APRIL 26 - 30, 1983

- I. Approval of Minutes of Last Meeting.
 - II. Reports:
 - a) Film Cataloging.
 - b) Executive Committee and Annual Congress Meetings.
 - c) Activities of International Organizations.
 - 1) FIAF-FIAT-IFLA-IASA-ICA Liaison Group
 - 2) Unesco
 - 3) Asian-Pacific Film Databank
 - 4) IFLA
 - 5) FIAT
 - 6) ICA
 - 7) IASA
 - III. Minimum Data List of Nitrate Holdings.
 - IV. Bibliography of Filmographies.
 - V. Next Commission Meeting.
 - VI. Exchange of Information about Cataloguing Activities in Our Countries and at Our Archives.
 - VII. Glossary of Filmographic Terms.
 - VIII. Computer Survey.
 - IX. Rules for Standardising Cataloguing in Film Archives.
 - a) Titles - Roger Smither
 - b) Countries and Languages - Ani Velchevska
 - c) Physical Description - Marta Luttor
 - d) Companies and Dates - Harriet Harrison
 - e) Cast and Credits - Rolf Lindfors
 - f) Synopses and Notes - Roger Holman
 - X. Other.
-

c) Activities of National and International Organizations.1) Klaue report on Coordination: IFLA, FIAF, FIAT, IASA, and ICA.

Ms. Harrison read a portion of a letter to her from Wolfgang Klaue which outlined the problems he had encountered vis a vis our rules standardization project at a recent IFLA-FIAF-FIAT-IASA-ICA meeting. (cf. Appendix V). Everyone agreed with Mr. Klaue that we should continue our work on our own, leaving ourselves open for cooperation and suggestions if and when new possibilities arise.

2) FIAT.

None of the members had any information on the current activities of the FIAT Cataloguing Commission. Mr. Gartenberg will try to become informed about their activities during the coming year and prepare a report for next year's meeting.

3) Other.(a) IFTC.

Mr. Smither reported that the Cataloguing Commission of IFTC has been inactive during the past year.

(b) IASA.

Mr. Smither reported that some members of IASA are having money difficulties, and their Cataloguing Commission has been inactive this last year.

(c) Museum Computer Network.

Mr. Gartenberg told the Commission about the activities of the Museum Computer Network. This group started out as a support network for the GRIPHOS computer system. Over the years, the system has proved expensive and cumbersome to run, and, as a result, the Network has shifted its emphasis to the coordination of cataloging and computer control activities in its various member museums throughout the world. The group puts out a quarterly newsletter which contains helpful information to those interested in the application of computer systems to archival objects. Mr. Gartenberg has tried to interest the Network in the problems of archival moving images, and these types of materials are now included in the group's overall consideration, but its main emphasis remains with more traditional museum objects. Mr. Smither reported that a similar organization, the British Museum Documentation Association, exists on a national level in Great Britain. Mr. Gartenberg and Mr. Smither intend to compare notes on these organizations.

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Ms. Harriet W. Harrison
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The Library of Congress
Washington, D.C. 20540
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March 31st, 1983

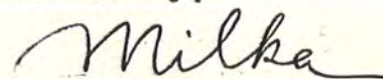
Dear Harriet,

Thank you for your letter of March 11th. I was glad to be able to attend the meeting of the Executive Committee in Madrid and, like Eileen, I was pleased with the way they accepted the report on our work and our requests for financial help for some of our projects.

I think your suggestions for data elements for the FIAF members nitrate holdings are a very good basis for discussion by your Commission. I should like to ask you to spare some time in Bruges to draft out ideas about possible joint projects or any other points of joint interest which we could discuss at our meeting in Sofia. We, on our part, will do the same when the PIE working group meets in Stockholm (hopefully I shall be there). Then we can exchange our ideas by correspondence, so as to have ready some well formulated items which to discuss at our joint meeting. It will by all means be held closely before or after the Vienna Congress, preferably before it.

With all my good wishes,

Cordially,



Milka Staykova

Appendix III

HOLDINGS FROM THE NITRATE PERIOD, FROM THE BEGINNING TO 1958

Note: Archives should first concentrate on identified feature films from this period, where identification and cataloging work have already been verified.

I. Name of Archive Submitting Data.

II. Filmographic Data.

1. Original Release Title (in country of production).
2. Country(ies) of production (location(s) of home offices of production company(ies) responsible for the creation of the film).
3. Year of original release (in country of production).

III. Holdings Data.

Nitrate <input type="checkbox"/>	Acetate <input type="checkbox"/>
Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>

IV. Remarks. (Include here any other information considered by the contributing archive to be important as guidance for preservation work.)