



1972

108 Berlin
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Report of the FIAF Film Cataloguing Commission

Report to the General Meeting (Bucharest)

The film cataloguing commission continued its work on the film cataloguing manual in 1971/1972 according to schedule.

The first draft of the manual on film cataloguing was completed in August 1971.

In October 1971 an editing commission assembled in London in order to revise and re-examine the first draft of the manual on film cataloguing. The members of the editing commission were:

- Mr. Wolfgang Klaue, Staatliches Filmarchiv der DDR
- Mr. Jacques Ledoux, Cinémathèque Royale de Belgique
- Dr. H. C. Roads, Imperial War Museum
- Mr. David Penn, Imperial War Museum
- Mr. Roger Holman, National Film Archive

In March 1972 the revision of the first draft of the manual on film cataloguing was completed.

The cataloguing commission met at Kleinmachnow near Berlin in May 1972. In the course of the meetings the draft manual was discussed and accepted on condition that minor changes in the text be made.

To continue working on the manual on film cataloguing the following measures have been agreed upon:

- The manuscript confirmed by the commission will be supplied to all FIAF members by August or September of this year.
- FIAF members will be invited to contribute any additions, proposals for changes and their opinions on the draft manual within ^{two} ~~one~~ month.
- By the end of 1972 there will be another meeting of the film cataloguing commission to revise the suggestions made by the members and to establish the final version of the manual.

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The type-written manuscript of the present draft comprises about 160 pages and is divided into the following chapters:

1. INTRODUCTION

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

2. SAFEGUARDING THE ARCHIVES COLLECTION

- 2.1 Structure of the film collection
- 2.2 Numbering system
- 2.3 Film handling

3. PRE - CATALOGUING

- 3.1 Recording a newly - acquired item

4. CATALOGUING

- 4.1 Cataloguing systems
- 4.2 Basic information
- 4.3 Detailed information
- 4.4 Indexing of filmographic data
- 4.5 Description of film content
- 4.6 Subject classification

5. POST - CATALOGUING

- 5.1 The physical deterioration file
- 5.2 The recording of film movements

6. PRACTICAL METHODS OF CATALOGUING FILM

- 6.1 Systems and machines
- 6.2 Classes of archival data
 - 6.2.1 Film technical data and stock control records
 - 6.2.2 Filmographic or catalogue entries
 - 6.2.3 Subject indexes

- 6.3 Methods and systems of holding data
- 6.3.1 Traditional card files
- 6.3.2 Manually punched cards
- 6.3.3 Electronic methods
- 6.4 Summary

7. SOME PRACTICAL RECOMMENDATIONS

- 7.1 Location of a catalogue
- 7.2 Filmcatalogue - catalogue on documentation material
- 7.3 Card material
- 7.4 Card size
- 7.5 Storage of catalogues
- 7.6 Security of catalogues
- 7.7 Use of the catalogues

APPENDIX 1 - RECOMMENDATIONS

- 1. Bibliography - Cataloguing rules
- 2. Detailed list of technical data
- 3. Definite and indefinite articles to be omitted
- 4. Detailed information on feature films, documentaries, compilationfilms
- 5. Detailed information on cartoons
- 6. Detailed information on puppet films
- 7. Detailed information on newsreels and magazines
- 8. Data on anthologies
- 9. Recommended list of "Genre"
- 10. Short description of Universal Decimal Classification
- 11. Bibliography - Filmcataloguing
- 12. Bibliography - Usage of computers in Archives and Libraries

APPENDIX 2 - EXAMPLES

- 1. Numbering systems
- 2. Acquisition lists
- 3. Acquisition book
- 4. Narrative methods of describing the content of a film
- 5. Subject method of describing the content of a film

7. Further examples for genre
8. Datas on physical deterioration file
9. Expedition card
10. Classification-systems
11. V. Opěla : Description of our new cataloguing system