

M I N U T E S

Meeting of the FIAF Cataloguing Commission
6th/7th May 1972 at Kleinemachnow near Potsdam

Participants to the sessions:

Dorothea Gebauer, Wiesbaden
Roger Holman, London
Wolfgang Klaue, Berlin
Marta Luttor, Budapest
David Penn, London

Günter Schulz, Berlin - observer
Ruth Hübner, Berlin
Doris Schirmer (7th May), Berlin

The following members had cancelled their participation:

Filip Acimovic, Belgrads
Jacques Ledoux, Brussels
Dr. Montesanti, Rome
Dr. Roads, London

Agenda

1. Future work on the manual.
2. Discussion of the manuscript in its entirety.
3. Discussion of the manuscript in detail.
4. Exchange of ideas on future tasks of the commission.

The minutes comprise stipulations only and not the course of the discussions.

1. Future work on the manual

The following stages were agreed upon:

1. Report on the commission work to the Congress.

2. Revision of the draft after the discussions at Kleinmachnow.
Responsibility: Herr Klaue
Deadline: end of July
 3. Mimeographing of the revised draft and dispatching copies to all FIAF members.
Responsibility: Herr Klaue
Deadline: August/September
 4. Comments of the members on the supplied draft within 6 weeks.
 5. Meeting of the commission in November/December to release the final version of the manual for film cataloguing and to stipulate future tasks of the commission.
Responsibility: Herr Klaue
2. Discussion on the manuscript in its entirety
1. The appendix is to be adridged (see also item 3)
 2. The final version shall include illustrations of catalogue cards, outfit of catalogue rooms, technical cataloguing facilities.

Frau Gebauer, Mr. Holman and Mr. Penn agreed to send suitable photos.
3. Discussion of the manuscript in detail
The manuscript has been revised with changes being incorporated on the spot. Besides, the following problems have been raised:
1. Chapter 1.6.
Filmography and catalogue, has been substituted by a new version. The exact title of a Hungarian Filmography is still to be supplemented (Mrs. Lutter).
 2. Chapter 4.3.
It will be pointed out that filmmakers are likely to change their names.

3. Chapter 4.7.
is additionally incorporated and will contain instructions on special problems of cataloguing, of unedited, unidentified, incomplete material, material of the technical process (e.g. grading track, international sound track, etc.), the problem of editorial restoration of films.
4. In principle, the term "fiction" will be used instead of "feature".
5. Both annexes will be preceded by a brief introduction so that the difference between the recommendations and the examples becomes evident.
6. Annexes 1-10
will be incorporated by a practical example on the application of UDC at the National Film Archive (Mr. Holman).
7. Annexes 1-11
will be completed by an example from Wiesbaden (Frau Gebauer).
Mr. Ledoux will be asked to complete French speaking sources.
8. Annexes 1-12
will be examined and completed by all commission members.
9. Annexes 2-1
will be completed by an example of the Imperial War Museum (Mr. Penn).
10. Annexes 2-2
will be completed by an example and sample cards used at the National Film Archive (Mr. Holman).
11. Annexes 2-4
will be completed by reference indicating that the example is provided by the National Film Archive. The length of the films will be converted into feet. Will be completed by another example from Wiesbaden (Mrs. Gebauer).

12. Annexes 2-5
will be completed by an example of the Staatliches
Filmarchiv (Herr Klaue).
13. Annexes 2-4, 2-5, 2-6
will be combined.
14. Annexes 2-7
will be discarded from the manuscript.
15. Annexes 2-10
Example supplied by the Hungarian Archive will be
abridged (Herr Klaue).
16. Annexes 2-12
will be completed by a contribution of Mr. Penn,
"Subject Description of the Imperial War Museum".

The members are asked to forward any additions to the chairman
of the commission as soon as possible.

4. Tasks for future activities of the commission

The commission members consider the following feasible tasks:

- Definition of filmographic facts (Glossary) and standardi-
sation of abbreviations.
- Translating filmographic data into as many different
languages as possible.
- Exchange of ideas on editorial restoration of films.
- Exchange of ideas on available filmographies and elaborating
of recommendations to archives.
- Organising the exchange of information of filmographic
data between archives.
- Electronic data processing - inasmuch as sufficient
experiences are available in archives.

Members of the commission suggested that a FIAF Bulletin should deal once a year preferably with cataloguing problems, to which the commission members are willing to contribute.

The commission members expressed their regrets on the non-functioning of the identification commission. It has been agreed to activate that commission.

The commission members suggest to the Executive Committee to nominate Mr. David Penn retroactively as a member to the commission, because he has made an extraordinary contribution to the completion of the draft manual for film cataloguing.



K l a u e