



R E P O R T

108-BERLIN-8, KRONENSTR. 10

by the Commission for Film Cataloguing of FIAF

Since the general meeting in 1970, the Commission for Film Cataloguing met twice, in autumn 1970 in Budapest and in spring 1971 in Copenhagen.

In the course of last year Messrs Myrtil Frida (Prague) and Leszek Armatys (Warsaw) resigned from the Commission. As a new member Mr. Alexandru Strachina (Bucharest) was nominated for confirmation by the Comité Directeur. At present the Commission for Film Cataloguing is composed of the following persons:

Wolfgang Klaue, Staatliches Filmarchiv der DDR, chairman,
Filip Acimovic, Jugoslovenska Kinoteka, vice-chairman,
Dorothea Gebauer, Deutsches Institut für Filmkunde,
Roger Holman, National Film Archive,
Jacques Ledoux, Cinémathèque Royale de Belgique,
Marta Luttor, Magyar Filmtudományi Intézet és Filmarchivum,
Dr. Fausto Montesanti, Cineteca Nazionale,
Dr. C.H. Roads, Imperial War Museum,
Alexandru Strachina, Arhiva Nationale de Filme.

At the two conferences the Commission continued its work on the Manual for Film Cataloguing. At present 4 chapters of the Manual comprising some 70 pages, have been drafted. The members of the Commission are called upon to submit any proposals and amendments by June 30, 1971.

In autumn 1971 an editing committee is to meet in order to discuss and edit the complete draft of the Manual. The Commission as a whole is supposed to meet in spring 1972 to complete the work on the

Fernruf:

Telegrammadresse: Filmarchiv Berlin

Bankkonto: BSK 6651-26-130 012

Postscheckkonto Berlin 381 11

planned Manual for Film Cataloguing and discuss any further tasks of the Commission.

The activities of the Commission suffered from the fact that its chairman was, due a sudden illness, unable to take part in the Copenhagen meeting. Most of the members of the Commission met their obligations with great delays resulting in a detrimental effect on any systematic work.

In the course of the drafting of the Film Cataloguing Manual the difficulty of the project manifested itself time and again. The archives of the members have developed such a variety of methods of cataloguing that the mere exchange of these experiences is cumbersome and time-consuming. This has, however, been the very reason for the members of the Commission to emphasise the need for such an exchange of experiences and their compilation by way of a manual.

The activities were based on the draft for the structure of the Manual on which information was issued already in 1970 and which has since been only slightly amended.

The manuscript of the following chapters has been completed:

I. Introduction

1. Origin and Character of the Manual
2. The Importance of a Catalogue in a Film Archive
3. Requirement of a Catalogue
4. Qualification of a Cataloguer

II. Structure of Film Collections and Relationship to Catalogue

1. The Problem of Selection
2. Structure of Film Collection
3. Preparation for Cataloguing
 - 3.1 Recording of a new Admission
 - 3.2 Decision on the Use of the Material
 - 3.3 Technical Control and Numbering
 - 3.4 Identification

- 4. Numbering Systems
 - 4.1 Inventory Numbering
 - 4.2 Store Number
- 5. Marking of Film Cans
 - 5.1 Marking of the Rim
 - 5.2 Marking of Labels
- 6. Leader Indication

III. The Purpose of the Archive Catalogue

- 1. Purpose of Catalogues
 - 1.1 Listing of the Archive's Assets
 - 1.2 Gaining Information from and on a Film
 - 1.3 Processing of Stored Information
- 2. Number of Catalogues in an Archive
- 3. Cataloguing System
- 4. Location of Catalogues

IV. Process of Cataloguing

- 1. Basic Information for Cataloguing
- 2. Maximum Information for Cataloguing
 - 2.1 Feature Films
 - 2.2 Documentary Films, Scientific Films etc.
 - 2.3 Animated Films
 - 2.3.1 Cartoons
 - 2.3.2 Puppet Films
 - 2.4 News Reels
 - 2.5 Compilation Films
- 3. Indexing of Filmographic Data
- 4. Description of a Film
 - 4.1 The Reporting Method
 - 4.2 The Descriptive Method
- 5. Subject Classification
 - 5.1 Categorization of Films
 - 5.2 Classification of Film Contents

- 5.2.1 Hierarchic Systems
- 5.2.2 System of References
- 5.2.3 Systems of Reference Words

Additional work is being done on the following chapters:

V. Modern Methods of Film Cataloguing

- 1. Reproduction of Index Cards
- 2. Punched-card Systems
- 3. Electronic Methods
- 4. Other Procedures

VI. Filmographic Work and Catalogues

- 1. National Filmographies
- 2. Preference Cataloguing of Complete National Production
- 3. Sources of Filmographic Data
- 4. Identification of Films and some Notes on the Authenticity of Documentary Material

VII. Practical Suggestions

- 1. Material and Size of Index Cards
- 2. Storage of Catalogues
- 3. Use of Catalogues
- 4. Confidential Catalogues

Should no unforeseen circumstances delay the work of the Commission, the completion of the draft of the Manual for Film Cataloguing is envisaged for spring 1972.

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