

M i n u t e s

Meeting of the FIAF Cataloguing Commission
19th to 21st October 1976, Gent

Participants: Mrs. Gebauer, Mrs. Harrison, Mrs. Lutter,
Mr. Acimovic, Mr. Armatys, Mr. Holman,
Mr. Klaue, Mr. Penn, Mr. Ledoux (only on 21 Oct.)

as guest on 20 October Dr. Christopher Roads,
Chairman of the IFTC Commission
for cataloguing of audiovisual material

Agenda:

1. Adoption of the agenda
2. Report of the President
3. Dictionary of filmographic terms
 - 3.1. Continuation of definitions
 - 3.2. Correction of already defined terms
 - 3.3. Publication of the draft of definitions
 - 3.4. Translation of terms in FIAF languages
and structure of a dictionary
4. Studies on the usage of computers for
film cataloguing
 - 4.1. Comments on the existing articles
 - 4.2. Publication of the study
5. Report on the activities of the
IFTC Commission for cataloguing of
audiovisual material
6. Future projects of the Commission and
next meeting

To 1. Adoption of the agenda

The submitted draft agenda was agreed on. The necessary changes for the timing of the meeting due to the participation of Dr. Roads were accepted.

To 2. Report of the President

Mr. Klaue welcomed the participants to the meeting, in particular Mrs. Luttor and Mr. Acimovic who in the past were prevented from regular attendance due to sickness. The complete attendance of all members is an expression of the interest in the tasks in the field of cataloguing and of the readiness of the archives for international co-operation.

Mr. Klaue stated that the period since the last Commission meeting had been extraordinarily productive and that the activities were mainly concentrated on the following tasks:

1. Continuation of the work of the April 1976 meeting

The material elaborated at the April 1976 meeting - definition of filmographic terms - was revised by Mr. Holman. It was typed, duplicated and submitted as working material to all members in due course prior to the Gent meeting. Mr. Klaue thanked Mr. Holman for his excellent work.

Also the Minutes of the April meeting were sent in due course to all members, so that both the draft definition and the Minutes, form the basis for the work of the present meeting.

2. FIAF Congress in Mexico

Mr. Klaue informed of his report which he gave on the activities of the Cataloguing Commission to the FIAF Congress in Mexico. There were no critical comments concerning the work of the Commission from the participants of the Congress. However, it was pointed out that the Commission should in its working programme always keep the problems of young archives in mind, to ensure that we do not move away too far from the elementary needs of those archives.

The Executive Committee confirmed the present composition of the Commission and agreed on the holding of a second meeting in 1976.

3. FIAF Summer School

Mr. Klaue reported on the 2nd FIAF Summer School which was conducted in August/September at the Staatliches Filmarchiv der DDR, with 17 participants from 12 countries. 25% of the teaching programme was allocated to subjects of film cataloguing.

Mr. Klaue reminded the members of a former idea which had been suggested by the late Ernest Lindgren, to organise a summer school in Great Britain specialising in problems of film cataloguing.

4. FIAF Manual

Mr. Klaue informed the members of the meeting that Mrs. Bowser, Museum of Modern Art, had written an article of approximately 20 pages of film cataloguing, based on "Film Cataloguing", for the "Manual of Film Archives". Mr. Klaue thanked Mrs. Bowser very warmly for her work. It is intended to complete the manuscript of the "Manual of Film Archives" in 1977.

5. Study on the usage of computers for film cataloguing

Efforts are continuing to obtain contributions on the experiences gained from the usage of computers in New York, American Film Institute, Stockholm and Montreal. The Museum of Modern Art has supplied a detailed article. The answers furnished from the American Film Institute and the Cinémathèque Québécoise are still insufficient. The two archives have been asked several times to supply additional information, yet they had not furnished any new contributions prior to the Cataloguing Commission meeting.

A publication should not be considered until the experiences of all archives that have worked in this field are available.

6. Publication of "Film Cataloguing"

Work on the publication of "Film Cataloguing" by the New York publisher is well under way. The intensive work which Mrs. Harrison did for revision was very much appreciated.

In the course of the discussion of the President's report Mrs. Harrison made some additional remarks on the state of publication of "Film Cataloguing". It is scheduled to come out in spring 1977. The responsible editor does not agree with the introduction written by Paul Rotha. It is most likely that another author will have to be approached.

There was a thorough exchange of views on the possibilities of a specialised FIAF Summer School on problems of film cataloguing. Agreement was reached, that

- London would be the most suitable place for such an event, as apart from the National Film Archive and the Imperial War Museum there are also archives at the BBC and traditions at ASLIB;
- it would not be possible to arrange a summer school in Great Britain on the basis of self-financing, subsidies would be indispensable;
- care should be taken to ensure participation of young archives and archives from developing countries;
- the summer school should be organised independently from IFTC;

- it should be ascertained what practical and theoretical problems especially young archives are confronted with in the field of cataloguing;
- the summer school should not exceed two weeks duration.

The Commission members from Great Britain will attempt to find out if it is possible to arrange such an event in London.

To 3. Dictionary of filmographic terms

To 3.1. Continuation of definitions

Discussion of the definition of terms beginning from page 24 of the working document was continued. Changes were incorporated in the drafts.

The following terms were supplemented - to be included in alphabetical order:

Scenario

May be used for shooting script in American production

Screenplay

An original work or an adaptation from another source written for filming (c.f. adaptation)

Script girl

see continuity

Series created by ...

Person responsible for the overall format of a series but not necessarily for the content of individual parts

Series producer

Person responsible for the overall production of a series, individual parts of which may be written, directed or produced by different people

Source of archival copy

Name of the person or organisation from whom the film was received

Stunt arranger

Specialist engaged by the director to plan action sequences to be performed by stuntman
see stuntman

Stuntman

A professional who performs feats required by the script which are difficult or appear to be dangerous

Subject description

Detailed description of the content of a film sequence by sequence

Sub-section title

A title within a newsreel or a magazine film which introduces individual items

Television title

Title used on television if this differs either from the original title of the film or from its release title in the country of TV transmission

Title of episode

Title assigned either to the individual parts of a serial, or to the section of the production which, while intended to be shown as a continuous narrative whole, contains internal divisions

Title of serial

Collective title of a number of films to be shown sequentially

Title of series

Collective title for a number of films related to one another but which are actually separate entities

Trailer

A publicity film advertising forthcoming film presentation

Underwater sequences

Camaraman for the underwater sequences

Video tape editor

see Editor

Working title

Title given to a film in course of production

Wrangler

Individual in charge of horses (mainly American usage)

Writer

see Author

Year of production

see Date of production

To 5. Report on the activities of the IFTC Commission for cataloguing of audiovisual material

The running agenda was interrupted for a report given by Dr. Roads, Chairman of the IFTC Commission for cataloguing of audiovisual material, who was able to attend the FIAF Cataloguing Commission meeting only for one day, on 20th October 1976.

Dr. Roads expressed his recognition for the work done by the FIAF Commission which is highly acclaimed because of its productive activity.

The activities of the IFTC Commission were concentrated on carrying out an inquiry commissioned by Unesco, on the international situation in the field of cataloguing audiovisual material and a subsequent analysis of the results of the inquiry. Dr. Roads gave a survey on the results of the inquiry which have been received so far. From approx. 250 institutions that were approached, a hundred answers have so far been received from various geographical regions. The inquiry conducted serves as an inventory and its purpose is - proceeding from the present situation in different institutions and countries - to find a possible standard for the cataloguing of audiovisual material.

The institutions that have responded to the inquiry can be classified into 5 groups:

1. Archives, cinémathèques, cultural institutions, film institutes - 36% of the answers. In the majority of cases they aim at a relatively complete cataloguing of the material.
2. Television organisations
25% of the answers
3. Educational institutions
Cataloguing is functional, mainly distribution of documentary films for research purposes.
4. Commercial producers and distributors
They were not willing to give an insight into their work. The answers obtained proved unsatisfactory.
5. Audiovisual agencies
Main object - operational retrieval.

That was followed by a detailed survey by Dr. Roads who characterised the answers of the 5 groups and the various aspects of cataloguing and recording filmographic data.

Mr. Penn added that in his opinion many organisations are unable to record optimum information of a film.

As Dr. Roads kindly agreed to be available for a detailed discussion it was possible to raise the following questions:

1. Publication of the results of the inquiry

Work on the material of the inquiry continues. Additional research remains to be done, analyses and recommendations are to be elaborated. All material should be presented to an international conference, either in 1977 or 1978.

2. IFLA - ICA

IFLA is a very influential international organisation which is closely linked with Unesco. IFLA feels that the cataloguing of audiovisual material affects its scope of work. Therefore no IFLA organisations have been included in the inquiry. This will probably be done only at a later date.

Mr. Penn stated in addition that representatives of IFLA had regrettably changed the Anglo-American rules for cataloguing audiovisual material, without consultation of experts from film archives. IFLA thinks it has found a solution to all cataloguing problems and everybody else must follow this. An understanding will prove to be quite difficult.

3. Potential FIAF members

Upon inquiry by Mr. Klaue whether through the inquiry new findings have been achieved about the existence of film archives and whether these archives should be approached by FIAF, Dr. Roads agreed to furnish FIAF with the appropriate addresses.

4. Institutions who have not replied

A detailed analysis of this has not been made yet. Answers are missing mainly from Japan, the People's Republic of China, from some socialist countries, Latin America, the Pacific Region and Australia.

Dr. Roads also informed the Cataloguing Commission on the meeting of UNISIST in Strassburg. As a representative of IFTC he had informed the meeting of the inquiry, and it may well be that representatives of IFLA were confronted for the first time with the conceptions of IFTC.

Mr. Penn maintained that IFLA should develop a standard for libraries but that it should not force its methods and conceptions upon other institutions.

Mr. Klaue thanked Dr. Roads for his participation and his valuable and instructive report on the activity of the IFTC commission for cataloguing of audiovisual material.

To 3.2. Correction of already defined terms

The pages 1 to 23 of the working documents were re-examined and the following amendments were made:

Aerial photographer

 Cameraman for air to air or air to ground shots

Caption

 see Subtitles

Censor title

 A title, usually projected immediately prior to a film, indicating the conditions under which that film may be shown

Costumes supplied by ...

 Credit for a company that contracts to supply all or part of clothing required for a film

Featurette

- a) a short fiction film, usually less than 1,000 m
- b) ten or fifteen minute informational film, relating to a feature, showing details of the production process together with excerpts from the completed feature

Flying sequences

A credit given to companies or pilots for flying sequences in the production

Lenses by

Manufacturer of the optical lenses

Montage

An impressionist editing technique using quick cuts, dissolves and superimposition

Music and effects track

see International sound track

Precredit sequence

see Introduction

Production date

see Date of production

Release date

see Date of release

Remake

The later production of a story with different credits, scripts or casts

Rerelease

Revival of a film without significant change in content. Format or other technical changes e.g. from 35 mm to 16 mm may be involved
see also Version

The following terms and definitions were discarded from the list:

Copyright owner
Dramaturg
Language
Location manager
Original title in country of origin

Term: Score

Mrs. Harrison will attempt to give a definition of that term with the assistance of the staff of the Library of Congress.

To 3.3. Publication of the draft of definitions

As an introduction Mr. Klaus explained that a publication of the draft is necessary in order to obtain comments and propositions from all the members in order to achieve a far-reaching agreement which is necessary for the translation of the terms into other languages.

Efforts should be made to publish the draft before the next FIAF Congress, so that the members can be invited to present their opinions to the Commission before its next meeting.

In the preface attention should be drawn to the fact that the terms are based on the Anglo-American structure of the film industry and that terms emerging from other structures should be amended.

During the discussion the following stipulations were made:

- Mrs. Harrison, Mr. Holman and Mr. Penn will revise the draft in October and will make amendments of variations in terms;
- The draft manuscript is to be typed out by countries. Each term shall be allocated a number. Mr. Holman has agreed to take care of this task. Any expenses involved shall be paid for by FIAF, if necessary.

- Mr. Klaue will arrange with the FIAF Secretariat possible ways of duplication and distribution to the members;
- Number of copies to be printed: 80 to 100
- Mr. Penn and Mr. Holman have agreed to write the preface;
- It is intended to complete the manuscript by the end of February 1977 so that it may be sent to all FIAF members prior to the Congress;
- It was decided to use a preliminary working title, "Glossary of film terms used in cataloguing".

To 3.4. Translation of terms

This item will not be discussed until the next Commission meeting.

To 4. Study on the usage of computers for film cataloguing

After discussion of the related problems the following was laid down:

- The contributions should not be published until all archives who have gained experience in this field have replied to the questionnaire;
- The American Film Institute, the Cinémathèque Québécoise and Svenska Filminstitutet will be asked again by Mr. Klaue to contribute to the project;
- When all articles have been received, Mr. Klaue will write an introduction summarising the most important aspects;
- The publication is intended for internal use in archives only.

To 6. Future projects of the Commission and next meeting

There was an exchange of opinions, and stipulations were made on the following problems:

1. Bibliography of filmographic sources

Mr. Ledoux emphasised the necessity of an exchange of information on such filmographic sources that are in every day use in cataloguing. A related inquiry should be conducted among the members.

Mr. Acimovic suggested that such an inquiry should also include filmographic sources on the production in African, Latin American and Asian countries.

Mr. Holman held the view that the inquiry should not only cover standard publications but also the lesser known publications.

Mr. Ledoux suggested to differentiate and to subdivide the inquiry into periods (silent film, until 1945, after 1945) and film categories (animation, short film, feature film).

Mr. Klaue suggested that in the inquiry there could be a request for details as to what information is contained in filmographies.

It was established, that

- Mrs. Gebauer designs a questionnaire

- Mr. Klaue consults with Mrs. Bowser on the project

2. Establishment of the projection speed of silent films

Mr. Ledoux suggested that a study on the projection speed of silent films be initiated. After lengthy exchange of opinions, during which the majority of the members of the Commission expressed the point of view that there were only few warranted findings and that there are no prerequisites for the realisation of Mr. Ledoux' suggestion in the Cataloguing Commission, it was suggested:

The Secretariat should send a circular to the members asking them to record recommendations on the projection speed and to pass them on together with the bibliographical source containing information on the projection speed of silent films.

3. Central Register

Proceeding from the suggestions submitted at the FIAF Congress in Mexico and the readiness of some members, to provide information of their collections to the Secretariat of FIAF, it was decided:

The Commission is ready to develop a number of principles concerning the setup and usage of a central register at the FIAF Secretariat, if this is considered necessary, i.e. when a number of archives have given information on their collections.

Mr. Klaue will inform the Secretariat about this. If needs be, the problem will be discussed at the next Commission meeting.

4. Cataloguing of TV material

Concerning the problems of acquisition and preservation of TV material and the consequences resulting from this controversial opinions were expressed. Mr. Penn pointed out that the archives to an ever increasing degree are confronted with the fact of accepting video material, out of which new aspects result for cataloguing (terminology, and other production techniques).

Mr. Ledoux held the view that it is not the task of the film archives to open up for TV material, but the film archives should much more invite other institutions to preserve TV material.

It was decided that the exchange of opinions on that question would be continued at the next meeting.

5. Next meeting

The next meeting of the Cataloguing Commission will be convened in autumn 1977. Mr. Klaue will be endeavoured to find a suitable meeting place after consultation with individual members.

Mr. Klaue thanked all Commission members for their co-operation and declared the meeting closed.