

F.I.A.F. 30th ANNIVERSARY CONGRESS

LONDON, 1968

REPORT OF THE COMMISSION ON CATALOGUING AND DOCUMENTATION

MEMBERS OF COMMISSION (Alphabetical Order)

Mrs. Eileen BOWSER	Museum of Modern Art, New York
Mrs. Elisabeth COPPENS	Cinémathèque Royale de Belgique, Brussels
Miss Brenda DAVIES	National Film Archive, London (Chairman)
Mr. Myrtil FRIDA	Ceskoslovensky Filmovy Ustav Filnoteka, Prague
Mr. Roger HOLMAN	National Film Archive, London
Mr. Richard KAHLENBERG	American Film Institute, Washington
Mr. Wolfgang KLAUE	Staatliches Filmarchiv der D.D.R., Berlin
Dr. Fausto MONTESANTI	Cineteca Nazionale, Rome
Dr. Eberhard SPIESS	Deutsches Institut für Filmkunde, Wiesbaden
Miss Frances THORPE	British National Film Catalogue, London
Miss Leonora ZIVKOVIC	Jugoslovenska Kinoteka, Belgrade

Mr. President, members of the Executive Committee and fellow delegates, The Commission on Cataloguing and Documentation was nominated, as you know, by the Executive Committee of the F.I.A.F. who left it free to decide it's own terms of reference by regard to it's knowledge of the needs of member Archives. The Executive did however supply two papers to serve as a basis for discussion. The Commission has studied both these papers in some detail and it has received a number of other papers from Archives including those in Belgrade, Wiesbaden and Bucarest. As a result of our discussions we propose for your approval that the terms of reference of our Commission should be :

- 1) To consider and analyse current problems of film cataloguing and documentation with special reference to the use of modern electronic and mechanical methods, and,
- 2) To decide how the use of such methods may in future facilitate the exchange of information within F.I.A.F., and,
- 3) To make one of its chief purposes the guidance of young Archives on the fields of cataloguing and documentation.

The Commission feels that it should meet at least twice each year, and that it's meetings should preferably take place outside the F.I.A.F. Annual Congress. It would be useful, for instance, if it could meet for two days before the opening of the Congress, as in the case of the Executive, with a further meeting between Congresses. We would like to add also the practical proviso that secretarial assistance will be necessary if we are to make satisfactory progress in our work.

The Commission would like to suggest the following programme of work :

1) A detailed study of methods of film cataloguing with a view to the production of a cataloguing manual

As a first step towards this the Commission asks all Archives who are willing to participate in this study to send to Mr. Holman at the National Film Archive, London, examples of their cataloguing cards with a note in French or English explaining the nature of each entry. We shall be glad if all Archives who are willing to do this will let us know during the General Assembly.

2) A study of the co-ordinating of indexing periodicals

Dr. Spiess of the Deutsches Institut für Filmkunde has already begun this work and has sent a questionnaire to all F.I.A.F. members but has received only fourteen replies. The Commission requests that all Archives that have not replied will do so as soon as possible. It will also be helpful if those Archives mentioned for particular tasks in Dr. Spiess's paper on the Co-ordination of Indexing will please say whether they are prepared to undertake the work which has been suggested for them.

3) A study of methods of storing, cataloguing and classifying related material and periodicals

The Commission proposes this study mainly as a future project but in the meantime Mrs. Bowser of the Museum of Modern Art has volunteered to produce a paper on the storage and classification of newspaper clippings and to report her experience with the Xerox 321. The Staatliches Filmarchiv, Berlin is prepared to assemble information of F.I.A.F. holdings of related material and will circulate a questionnaire on this matter. The National Film Archive, London, will report on the experimental use of micro-film for its related materials collection and will collect information on periodicals available on micro-film.

In the course of our discussions at this congress we frequently touched on the question of the use of computers in cataloguing and documentation and one or two points arose which we should like to bring to the attention of the Congress.

The Staatliches Filmarchiv has already begun a study of mechanical and electronic techniques and the Commission suggests that other Archives who have had similar experience should also submit reports so that the Commission may summarise their findings. A survey of this subjects is also at present being carried out by the International Film and Television Council and the Commission feels that F.I.A.F. should keep officially in touch with this project. On the documentation side the Commission feels that it is also important for F.I.A.F. to be closely informed on developments on the American National Film Catalogue, which is to be produced by computer, and with the British National Film Catalogue which is to be computerised shortly. In general we feel that, either through this Commission or by other means F.I.A.F. should ensure that it observes developments in film documentation outside the Archive field and suggests that it should set up machinery for this purpose.

It is hoped that for the next F.I.A.F. Annual Congress the Commission will be able to present the following :

- 1) The results of its discussions on the cataloguing of films and its recommendations on certain cataloguing methods. These recommendations should form the basis of the proposed manual if they are accepted by the General Congress of F.I.A.F.
- 2) A list of agreed abbreviations for the use of indexers and a chart of the periodical holdings in all F.I.A.F. Archives with an indication of the essential journals for the benefit of young Archives.
- 3) Recommendations on the acquisition of related material and reports from the M.M.A. and the N.F.A. on experiences in the use of Xerox and micro-film (in this connection the Commission would be glad to receive from the Cinémathèque Royale de Belgique a report on its experience in these fields).
- 4) Recommendations on the storage and cataloguing of still photographs and negatives, based on the systems used by the Archives in Belgrade and Rome.

The Commission would like to acknowledge a number of papers and reports which it has received. It has noted reports from the Archives in Prague and Brussels on filmographic sources for identification of silent films. It feels that this work is valuable for all Archives and hopes that the surveys will be continued and enlarged. The Commission hopes that the work on EMBRYO will also continue and that all Archives will respond to Mr. Leyda's request for additions and corrections by the given date (31st July, 1969). The Archive in Belgrade has produced an important paper on film cataloguing which will be studied in detail during our analysis of cataloguing problems. Gosfilmofond has sent a note on the materials it collects which will also be useful for our work. The National Library of Australia has produced a paper on its cataloguing and documentation procedures, the American Film Institute has sent details of its proposed catalogue, the Staatliches Filmarchiv has submitted a report on the application of modern cataloguing methods in film archives and the Bucarest Archive has sent two proposals, one on posters and one on a universal filmography. All of this will be studied by the Commission in the course of its work. The Commission understands that the Library of Congress have prepared a report on cataloguing and it will be most interested to receive it; it should be sent to Mr. Holman of the National Film Archive.

The Commission would like to put forward for the consideration of the General Assembly the possibility of collaboration on the sources of identification of newsreels.

In conclusion the Commission would like me to express our thanks to Mr. Ernest Lindgren of the National Film Archive, London, for providing the papers on which our discussions have been based.