

COMMISSION ON CATALOGUING AND DOCUMENTATION
 Leipzig 29th November, 1968
 at Hotel "Stadt Leipzig"

Mr. Holman gave a report to the commission on the IPTC (International Film Television Council) UNESCO, which had a Paris meeting and a Rome meeting concerned with electronic data processing applied to film cataloguing. Only Prof. Toeplitz had attended these meetings and the commission did not express any strong feelings on the matter.

The commission examined Mr. Spiess' list of film periodicals and chose a number which it considered necessary to index.

Mr. Holman agreed to take a complete set (1-6) of copies of the minutes back to London for Mrs. Davies and he will mail the minutes nos. 3 and 5 to Eileen Bowser.

Mr. Klaue will send a complete set (1-6) to Mr. Frida and Mr. Montesanti.

The commission examined sheet nos. 2 and 3 comprising the maximum list of data and agreed to the following changes:

Item 12. Local will be replaced by regional

Item 13 b. Mr. Ledoux wondered whether it is important to know when the actual shooting is completed, he pleads for the date at which the first copy leaves the lab, from the date of the first standard copy available for public showing. Prof. Toeplitz agrees to keep 13 b. even though he favours Mr. Ledoux's suggestion. The commission decided to leave 13 b. as it is, because it is difficult to get this date from the lab.

The members felt that the numbering of the filmographic items should be arranged according to a logic plan and at the same time assistants to certain professions should be considered (e.g. assistant director, assistant cameraman, etc.)

Items 28. + 43. should be combined

Special effects a) photographic
b) sound
c) others

Item 45. Should be divided into two items.

Item 48. Advisor, delete technische and truckage

Item 52. Genre

Mr. Ledoux felt that the genre problem should be on the agenda for the next commission's meeting in March 1969.

Professor Toepfritz proposed that the commission should work out some definition.

Addition to ~~ix~~ items 54. and 55. (especially for feature films)

Addition to items 56. and 57. (especially for documentaries)

Delete of item 64. ... if known

Item 65. instead of accepted it should be ...shown.

Item Flash titles should be considered under 17. Language condition.

Mr. Ledoux felt that it should be indicated on the catalogue card if stills are available for that particular film, since there are many films that have been identified by the help of stills.

Mr. Spiess pointed out that under item 28. Photography should be the main entry, with the additions:

- 28.a) Director of photography
- b) Cameraman
- c) Assistant cameraman

Mr. Klaue drew the attention of the members to animated films, but it was felt that the commission couldn't possibly provide additional data for this category of film without the help of animation experts.

Mr. Ledoux proposed to consider under sound system (optical and magnetic sound) also the possibilities of magnetic sound, as e.g. one channel, two channels, etc.

For copying purposes the measuring ^{light density} ~~of the lights~~ /étolonnage /Lichtband and the colour density should be considered.

Other additions:

Re. Length: Film measured with titles (start with first frame and end with last one) and without titles.

One should remember that in some cases there are no images but sound, this also should be recorded *from the beginning.*

The commission members felt that they should consider the maximum list of filmographic data at home and see if their film examples fit to the data elaborated so far.

Concerning the list of minimum data the Production Company was added as item 16.

Other additions and alterations to the minimum list:

Item 11. Language of titles or subtitles

Item 15. As far as sound is concerned it should be indicated what sound, and if it is separated on the film.

Item 17. Various

Here are the suggestions for the next commission meeting:

1. Classification of genres

Each archive should list as many as possible and the commission will try at the next meeting to give definitions.

2. Beograd will present a compilation of credits necessary for animations, SFA will do the same for puppet films and NFA for newsreels and documentaries.

3. Completion of the maximum list for feature films.

Other catalogue questions proposed by Mr. Klaue:

How to catalogue film titles (definite, indefinite article, etc. including problem of transliteration)

How many catalogues should an archive have.

Technical problems: size of catalogue cards, how to produce index cards (typing or computer, etc.)

How comprehensive should the synopsis be, reel by reel or just one sentence *sk* what the story is about.

Security of the catalogue, who is allowed to work with it.

What material should the cards be made of, they must last for a long time without getting worn out.

The acting chairman and the commission felt that it would be impossible to cover both, cataloguing and documentation within three days at the next meeting in Brussels.

Documentaries and newsreels should be analysed by subject.

But what system. Perhaps the film catalogue of the Library of Congress should be consulted.

CONCLUSION OF AGENDA:

- 1. Genres
- 2. Compilation of credits for animation
 - Beograd
 - for puppets - SFA Berlin
 - documentary + newsreels - NFA London
- 3. Completion of data for maximum information
- 4. Film cataloguing - classification of subjects

All commission members agreed to come well prepared for the next commission meeting.

The commission should meet ^{in Brussels} /at about the same time/ ~~in Brussels~~ as the Comité Directeur in Paris ^{in March 1969}.