

DRAFT MINUTES OF THE COMMISSION ON CATALOGUING AND DOCUMENTATION

Brussels, February 27/28th and March 1st 1969

Salle "La Rotonde" - Palais des Beaux-Arts

First meeting : February 27th - 9.30 a.m. to 1.00 p.m. - 2.30 p.m. to 6 p.m.

Members present :

- Mr F. ACIMOVIC, Jugoslovenska Kinoteka, Belgrad
- Mrs E. BOWSER, Museum of Modern Art, New York
- Mrs E. COPPENS, Cinémathèque Royale de Belgique, Brussels
- Miss B. DAVIES, National Film Archive, London
- Mr M. FRIDA, Ceskoslovensky Filmoteka, Praha
- Mr W. KLAUE, Staatliches Filmarchiv, Berlin
- Mr F. MONTESANTI, Cineteca Nazionale, Roma
- Dr E. SPIESS, Deutsches Institut für Filmkunde, Wiesbaden

Observers present :

- Mr H. DE SMIDT )
- Mr J. LUYCKX ) Nederlands Filmmuseum, Amsterdam
- Mr P. WESTERVOORDE )
- Mr H. VOLKMANN, Staatliches Filmarchiv, Berlin
- Mr C. ROCHEMONT, Cinémathèque de Toulouse
- Mlle A. CLEMENT )
- Mlle J. MARTIN ) Cinémathèque Royale de Belgique, Bruxelles
- Mr J. LEDOUX )
- Mr E. PAULUS )

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Miss Brenda Davies, Chairman of the Commission, thanks the Belgian Film Archive.

Working hours of the commission will be : 9.30 a.m. - 1.00 p.m.  
2.30 p.m. - 6.00 p.m.

1. Note of things to be provided for New York.

2. Maximum data form

Mr Ledoux states that more time should be given for study.. Mrs Bowser agrees. Mr Klaue suggests that a month be allowed for Commission members to suggest any further additions or alterations. The complete form then to be submitted to F.I.A.F.

Mr Montesanti : Films on which books are made ?

Mrs Bowser : Music director ?

Mr Ledoux suggests postponing further discussions until later. Agreed to discuss on Friday afternoon. Mr Klaue will also add maximum data list for exchange of information.

#### Catalogues newsreels

No expert opinion available, so discussion postponed.

### 3. Cataloguing Animated and Puppet Films

Mr Montesanti raises question of live action sequences. Any credit for direction of live-action. Also provision for many different kinds of mixtures: puppet/live action/cartoons. Reference to animated sequences in feature films - special effects as maximum data list.

Mr Acimovic : suggests indexes - minimum

Mr Klaue thinks we can deal with maximum data for "trickfilms" by comparing with data list for features.

Discussion on various functions of animators and directors.

#### Puppet films :

Discussion on additions to maximum data list on puppets - various functions of designers, makes, manipulations.

Characters from comics etc. used in cartoons ? Necessary to credit. Addition made.

It is agreed that the two lists on puppet and animated films can go forward as recommended maximum data lists.

#### Minimum data for animated and puppet films :

- 1) Original title
- 2) Year of production
- 3) Country of origin
- 4) Director.

For Puppet films, add also : Type of Puppet.

Mr Montesanti and Mrs Bowser disagree: date of release is better (in country of origin), than year of production.

Animation and Puppet films

Minimum indexes : - directors  
                       - companies  
                       - types

It is agreed that the above are to be aimed at.

4. Classification by subject in non-fiction films

Agreed to suggestion by Mr Ledoux that archives be asked to investigate use of subject classifications in their own countries. FIAF will then study the various systems used.

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5. Still photographs - Discussion of methods

Yugoslavian papers on cards and indexes.

Mr Montesanti agrees with this, but explains that in Rome, they have their own laboratory. Suggests following categories :

- Positive originals (size)
- Negative originals (size)
- Supports (glass or film)
- Originals (made from positive, not negative)
- Reproductions from magazines (details of origin)
- Reproductions from frame (positive and negative when possible and positive copy)

Mr Acimovic questions whether it is necessary to record all the technical details.

Discussion on the problems of storing negatives and ownership of negatives.

Mr Klaue suggests identifying categories of stills before going on :

- Film stills                    )
- Production stills            ) by title
- Portraits (name)
- Festivals and conferences (place)
- Cinemas
- Apparatus
- Stills of posters (?)

Point of preservation : the first consideration should be to make negatives if money is not available for everything (Mr Klaue).

For identification: contact copies are ideal, but these can be used for those stills most in demand (when money is scarce)

Negatives recommended size : 6 x 9 centimeters.

Minimum Data for stills

- Original title (and title in country of archive)

Supply of stills

The Commission recommends that archives should restrict supply of stills to researchers doing genuine films work. It does not feel that it is the purpose of a Film Archive to supply stills by subject for work unconnected with the cinema.

Unidentified stills

Commission recommends that the Archive in the country of origin should be asked for identification.

National production

It is desirable to get stills from all national production.

Exchange of duplicates

The Commission recommends that all archives should prepare lists, under original title, of duplicates available for exchange.

N.B. Year of production when more than one of same title)

Copyright

Archives should note that copyright in stills is difficult and complicated. Archives should be careful to mark or stamp the reproduced stills they sell, indicating that they are not the copyright holders.

Identification of American stills by number

Stills from American companies are numbered. These numbers could be a great help in identification, if the lists of production numbers were made available. The Commission recommends that the Museum of Modern Art be asked to approach the companies in this matters.

Original material

Archives are recommended not to loan original material but any duplicates.

Treatment and labelling of stills

Archives are recommended to use great care in handling and marking stills. Paper clips and other metal objects should never be used and labelling is not recommended. Marking with pen or pencil should be done with great care not to damage the surface.

Storage and preservation problems

Suggestion that the members of the Commission enquire in home countries about studies in preservation of photographs.

Discussion on use of various methods of storage. Hanging files in metal filing cabinets can be useful and are probably better than filing on shelves as the stills are less liable to bend.

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Same audience than on the first meeting, except among the observers:

MM. De Smidt and Volkmann were excused.

Mr J. SALOM, Sinematek Denergi, Istanbul, was present.

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6. Indexing periodicals

Miss Davies produced a sheet for indexing exchange. Said difficulty of exchanging cards was too complex. She suggested same sort of exchange by a list such as suggested by Mr Morris at Leipzig. It was agreed that this would be a useful idea.

Standardisation of abbreviations

List prepared at Leipzig of suggested periodicals, with abbreviations made by Mr Spiess and as abbreviated by International Standard, was studied. It was decided that this list should be issued by the Commission.

Exchange of papers on contents of current magazines

Discussion on machinery and on the content of the proposed paper. Page indications essential because of value of articles for research.

Miss Davies said she would provide such a list for Sight and Sound and Films and Filming.

Mr Spiess will do Action, Filmkritik and Film.

The Staatliches Filmarchiv will do Filmwissenschaftliche Mitteilungen.

Prague will do Film A Doba. Belgium will do Positif, Cinema 69 and Midi-Minuit Fantastique. Toulouse Cahiers du Cinéma, Etudes Cinématographiques and Image & Son.

Mr Montesanti raised the question of the omissions in the list of periodicals and it was explained that the list was a practical one but not intended to be representative of best film magazines in the world.

Amsterdam will do Skoop.

These sheets must be complete (i.e. contain all the contents of the magazines) and must be produced quickly. They should be in French or English. Suggestion that we begin by exchanging these sheets among Archives represented in Commission. FIAF to be asked to consider machinery for further exchange among Archives.

### Old periodicals

Mrs Bowser spoke of Moving Picture World which is available on microfilm. She has done a pilot project on indexing: six months of the magazine. Labour was considerable. For 6 months indexing took 150 "man hours". Work was inclusive as to film titles but selective as to names.

Mr Ledoux - Belgium has indexed a year of Cinea-Cine, just by film title and generality. The work took one week (40 hours).

Discussion on methods of this work.

A six month's index to Moving Picture World already exists and could be Zeroxed.

Mr Klaue suggests any old magazines should be selectively indexed. Mr Ledoux suggests only by film and by personality.

It is estimated that one person would take 4 years to do the whole of Moving Picture World.

Mrs Bowser has an index to Close-up, which she will circulate.

Mr Ledoux suggests establishment of a list of priorities of old magazines for indexing.

Suggestions: Photoplay (USA) - New York Dramatic Mirror (USA) both yet on microfilm. Vita Cinematografica (Italy) - Revista Cinematografica and Penumbra (Italy).

In discussing old periodicals in this sense, we mean magazines up to 1930 (i.e. to end of 1929)

Mr Ledoux raised the problems of exchanging within FIAF. There are currency problems.

West Germany may be able to produce an index to Kinematograph : 1907 to mid-thirties. Perhaps will be able to make a microfilm.

Staatliches Filmarchiv has practically no magazines of this period.

Wiesbaden has a project to microfilm German daily papers. The pages will relate to cinema and they will have an index.

Staatliches Filmarchiv will also prepare microfilm of magazine Lichtbildung from 1929 backwards but with no index. Wiesbaden will prepare index for this.

National Film Archive will guess for Bioscope to be microfilmed with card index.

## 7. Books which need indexing

Many libraries have books which have no index. Vachel Lindsay's Art of the Moving Picture has been indexed in New York and Mrs Bowser will send copies.

### Suggestions :

Two Reels and a Crank, by Smith  
 Grande Aventure du Cinéma.suédois, by Béranger  
 Public is never wrong, by Adolph Zukor with Dale Kramer  
 When the movies are young, by Mrs Griffith  
 Das Weg des Films, by Zglinick

All the above need indexing.

National Film Archive will index : 2 Reels and a Crank  
 Museum of Modern Art : When the movies are young  
 Wiesbaden : Henny Porten's Vom Kintopp zum Tonfilm  
 Belgium : Jean Béranger's La Grande Aventure du Cinéma suédois  
 Holland: Film Kunst (ten volumes)  
 Toulouse : Fescourt's La Foi et les Montagnes

Mrs Bowser reported that a publishing house in New York is very interested in reprints. They may also be interested in reprinting Photoplay.

Suggestion that we check first of all that none of the books proposed for indexing has already been done. FIAF will circulate all members to this effect.

The Commission will also make notes of books which need indexing and co-ordinate lists of these.

## 8. Genres

Tentative list made for documentation by Cinémathèque Royale de Belgique. Intended to be provocative. Commission is considering these matters from a Cataloguing point of view.

Mr Ledoux explains the value of an indication of "genre" in a catalogue.

Discussion of approaches to this problem: difficulty of semantics and philosophy. But all we should be aiming at is a list for catalogue cards.

Mrs Bowser suggests that it may be a matter for the cataloguers alone.

Mr Acimovic discussed the list defined by "technique". Suggests we concentrate on part 1 of the list.

Mrs Bowser states that her collection is divided only into : Fiction / Non-fiction / Newsreels / Compilations / Unclassified.



Most members of the Commission however feel that an entry under "Genre" is important in cataloguing.

Discussion from which it emerges that the Commission should try to establish a list of genres for cataloguing purposes.

Does Commission think we can proceed to a list ?

Mr Acimovic produced a study on "Genres" from the Yugoslavian Archive.

Mr Ledoux stresses again that he aims at a simple classification by group, for use in Archive's catalogue.

A beginning is made on Part 3 of the Belgian list (technique). Mr Acimovic suggests that a list of "additional terms" which are descriptive of films in various genres should be compiled.

Discussion on use of terms from which it emerged again that we should aim only at a simple list for use in "young" archives.

Suggested terms, which are not to be regarded as genuine cataloguing terms but which can be used as a general guide to cataloguers for genre :

- Abstract
- Actualities (Newsreels)
- Animal
- Science fiction
- Experimental
- Biographics
- Slapstick
- Comedy
- Didactic (Instructional)
- Documentaries
- Drama
- Fantasy
- Spectacle
- Historical
- Magazines
- Musicals
- Crime films
- Television
- Filmed theatre
- Westerns
- Art films (films on Art)
- Adventure
- Children's Films (films made for children)
- Horror films
- Erotic

- Espionage
- Ethnography
- War films
- Industrial films
- Advertising films
- Scientific films
- Trailers
- Sketch films
- Serials
- Animated films
- Compilation films

Mr Ledoux brought to attention of the Commission the difficulty of identifying certain kinds of short films, especially the short-story films.

The feeling of the Commission was that it was not logical to categorise films by their length only.

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