

1970

R e p o r t
on the activity of the commission on film cataloguing

The commission on film cataloguing was newly set up by a resolution of the New York Congress. It met in Wiesbaden for its first meeting in October 1969.

The following members of the commission were appointed:

Wolfgang Klaue - Staatliches Filmarchiv der DDR, President
Filip Acimovic - Jugoslovenska Kinoteka, Vice-President
Leszek Armatys - Centralne Archiwum Filmowe
Myrtil Frida - Czechoslovak Archive
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. Road - Imperial War Museum

During their first meeting in October 1969 the commission members decided to elaborate a manual for the cataloguing of films. The manual shall not summarise the rules for the cataloguing of films but shall make known to the archives the experience and different cataloguing methods that have been adopted by the various archives. And the manual is intended, most of all, to serve as a guide to young archives to apply the most rational procedure in cataloguing their collections.

It is the aim of the members of the commission to present a draft edition of the manual on film cataloguing to the Congress in 1971.

The commission members agreed to consider the following items for the draft of the manual on film cataloguing:

- I. Introduction
 1. The importance of catalogues in a film archive
 2. Definition of the term 'cataloguing'
 3. Qualifying the staff of the cataloguing department

- II. Structure of the film collection and interaction with the catalogues
 1. Principles of the film collection
 2. Preparations for cataloguing
 3. Numbering systems
 4. Marking of the film cans, labels
 5. Leader indication

- III. Exploitation of the archive catalogue
 1. Function of the catalogue
 2. Number of catalogues in the archive
 3. Location of the catalogue

- IV. Procedure of cataloguing
 1. Basic information of cataloguing
 2. Maximum information of cataloguing
 3. Indexing of filmographic data
 4. Description of the film and subject classification

- 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 the 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 the catalogues
3. Use of the catalogues
4. Confidential catalogues

The next meeting of the commission will be held in Budapest in September 1970. Basing on the results that have so far been achieved by the commission some chapters of the manual will be drawn up and submitted to the meeting.