

IMPERIAL WAR MUSEUM

Internal Memorandum

FROM: D J Penn
Keeper of the Department of
Information Retrieval

TO: Director
cc Deputy Director
Keeper of the Department of Film

DATE: 28 January 1974

Report of a meeting of the FIAF Cataloguing Commission, held at
Cavtat, Yugoslavia, 22 - 24 January 1974.

- 1) Present
- W Klaue (Staatliches Filmarchiv, Berlin).
 - F Acimovic (Jugoslovenska Kinoteka)
 - Mrs D Gebauer (Deutsches Institut for Filmkunde)
 - Mrs M Luttor (Magyar Filmtudományi Intézet es Filmarchivum).
 - Mrs H Aveney (Library of Congress)
 - R Holman (N F A)
 - D Penn

- 2) Film cataloguing manual. The entire draft of the manual was considered in the light of comments and criticisms received from the Museum of Modern Art, The Library of Congress, Gosfilmofond, Nederlands Film Museum, Cinematheque Royale de Belgique, Hungarian Archive, National Film Archive and this Museum.

By and large, these comments had been favourable, and it was considered that major amendments or alterations were unnecessary. The ~~major~~ changes are:

- a) The changing of the title from 'Filmcataloguing Manual' to 'Filmcataloguing'.
- b) The re-ordering of the appendices containing examples of different cataloguing methods, so that the examples follow the sections of the main text to which they refer.
- c) The re-writing of the section advising the use of the Universal Decimal Classification.
- d) The inclusion of examples of descriptive cataloguing as practised at the Library of Congress.
- e) The addition of a section on cataloguing film anthologies.
- f) The partial re-writing of the IWM's ~~appendix~~ on subject cataloguing, to take into account the use of a "short synopsis" for cross-referencing.

A completely revised draft is to be presented to the FIAF Congress in May this year. It will then be submitted to an editorial board (Mrs Aveney, Mr Holman and myself) to ensure that the English is correct, and to an expert outside FIAF (probably Jay Leder or Thorold Dickinson) for assessment.

It will be printed in a first edition of 1,500 copies, A4 size, and published in Spring 1975.

- 3) Report on IFTC Conference in London. A brief report on the conference was given, in German, by Herr Klaue for those members of the Commission who had not attended.

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- 4) Future work of the Commission. Closer relations were to be maintained with the IFTC. This was of particular concern since both organisations were interested in the publication of a multi-lingual glossary of terms concerning film and television production.

Besides the glossary, the following specific proposals for the future work of the Commission were to be put forward to FIAF's executive committee:

- a) The publication of a handbook on the cataloguing of television material, as an appendix to 'Film cataloguing'. Commission members are to submit by April short papers on their particular national problems concerning television material.
- b) The encouragement of national filmographies.
- c) The production of a recommended format for filmographies, and a list of data to be included in them. Examples of existing filmographies are to be collated and compared, and a report submitted by October 1974.
- d) A list of internationally approved abbreviations for terms used in catalogues and filmographies.
- e) The encouragement of FIAF summer schools. A course on documentation is planned for 1975, and one on cataloguing is to be proposed for 1977 or 1979.
- f) The encouragement of the 're-construction' of important films, by means of the comparison of all known archival copies of a particular example. This is to be aided by means of announcements and requests for copies in the FIAF bulletin, and by the publication of the best techniques for this work. This could be of particular interest to the Museum, in view of the need to re-construct parts of the First World War archival collection.
- g) The encouragement of exchange of information about films by means of a regular 'Query' ^{section} ~~section~~ in the FIAF Bulletin. If a member was unable to obtain information about a film from the national archive of the country in which that particular film had been produced, it would then be able to ask for information from any other archive that might be able to help by means of a general request in the 'Bulletin'.
- h) The encouragement, at national level, of the teaching of the cataloguing of non-book media in Library Schools and colleges. This would complement the IFTC's encouragement at an international level.
- i) The publication on a regular basis of information about electronic data processing methods in the FIAF bulletin. This is probably to be inaugurated by a description of SOPS-AIDOS, a 'documentation and information system' designed for all print and non-print media, and intended for adoption by all Communist countries.

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- 5) Other information. It appears that the Library of Congress has already put into operation a computerised system for handling film data. A pilot scheme involving 500 titles has been completed, and general input of material is expected to be begun by the middle of the year. The Staatliches Filmarchiv is in the midst of negotiations with an East German official computer bureau, and hopes to introduce a computer-based system in the foreseeable future. A copy of the latest Hungarian National film catalogue, 1945-1969, in Hungarian and English, was presented to each member.
- 6) Hospitality. All commission members stayed in the Hotel Croatia, an 'A' grade modern building. Food and accomodation were very good, and the hotel bill was paid by FIAF. Future accomodation bills at commission meetings may also be paid by FIAF. A visit to Dubrovnik was arranged, which ended with a dinner provided by the Jugoslovenska Kinoteka.
- 7) Future meetings. The commission may meet in October 1974.

751