

Minutes
of the Cataloguing Commission of IFAF

24-25 April 1976, Knokke, Belgium

Attendance:

Mrs. Gebauer
Mrs. Harrison
Mr. Holman
Mr. Klaus
Mr. Penn

1. Agenda

The draft agenda was confirmed on the understanding that items 3. and 4. be considered as one (see annex 1).

2. Report of the President

Mr. Klaus regretted the absence of Mrs. Lutter, Mr. Anisovic, Mr. Armatys and Mr. Ledoux who were prevented from attending due to illness or other obligations.

On recommendation of Mr. Ledoux, Mrs. Schmitt, Service des Archives du Film, Bois d'Arcy, had been invited to attend the Cataloguing Commission meeting as a guest. Unfortunately, Mrs. Schmitt and also Dr. Roads, President of the Cataloguing Commission of Audiovisual Materials of IFTC were unable to attend the Knokke meeting.

During the past year, the members of the Commission have worked on various projects with varied success. In recognition of the efforts made by the members, and in respect to other obligations which they have to fulfill in their respective archives, one must assume that the Commission attempted to cope with too many tasks and projects and that a reduction in the number of projects would definitely be of great advantage.

The following are positive results of the work achieved during the past year:

1. Thanks to the great efforts made by Mrs. Bowser, Museum of Modern Art, a publisher has been found for "Film Cataloguing" in the United States. An agreement for the publication has been signed by FIAF.

At the next meeting it will be necessary to allocate the tasks for the correction of the manuscript and the galley proofs. Issues still pending are: price, number of copies and the right of translation into other languages for internal archive use.

It is hoped that the publication will appear before the end of 1976.

2. The standard for the exchange and definition of filmographic information which was recommended by Mrs. Lutter, has been published in FIAF Bulletin No. 10.
3. In August/September 1976, the Staatliches Filmarchiv will be host to the Second FIAF Summer School. Approximately one third of the lectures will be devoted to the subject of information on problems relating to film cataloguing.

The following are projects which were initiated at the 1975 meeting and which have been worked at with varied success:

1. Drawing up of a list of restored film classics.

To achieve this it had been intended to conduct an enquiry among archives and to complete the list with the information made available by the member archives in their respective annual reports.

Due to other commitments and work for the Commission, Mr. Klaue was unable to work on this project.

2. Cataloguing of TV material

It had been suggested that special issues, data and information emerging from the cataloguing of TV material be collected by the Commission members and passed on to the President for compilation.

None of the members of the Commission came up with any of the requested suggestions.

3. Collection and description of archive cataloguing systems

It had been intended that the records for film cataloguing in member archives be described and collected.

None of the members was in a position to devote himself to the task.

4. Basic Manual for Film Archives

A number of members of the Commission had been asked to find out whether one of the staff members of their respective archives would be able to produce the chapter on film cataloguing for the Basic Manual. Unfortunately no one could be found to carry out the task.

The accomplishment of this task is rather urgent, as its non-fulfillment would endanger the publication of the Manual.

5. Use of catalogues

It had been suggested that the Commission at one of its future meetings should deal with the problems of the relationship between catalogues and users. The information necessary to complete this task was to be ascertained by an enquiry among members. It appeared that none of the members was able to devote time to the task.

6. Enquiry on filmographic sources

Mr. Ledoux had suggested that the Commission should launch an enquiry on the use of filmographic sources which are frequently consulted for the cataloguing of films. The enquiry did not take place, either.

It is incontestable that each member of the Commission has shown interest, readiness and good will in the cooperation of the above mentioned projects. Nevertheless, the range of the tasks that the Commission members had set to themselves, was too comprehensive to be fulfilled. In practice, the tasks were reduced to those projects which are also subject of the Knokke meeting.

- The definition of filmographic terms and translation into the FIAP languages
- The enquiry on the application of computers in the cataloguing of films

Mr. Klaue reported on a number of activities which may be of interest to the members of the Commission;

- The minutes of the 1973 London Conference on the cataloguing of audiovisual materials, have been published
- IPTC has been commissioned by Unesco to prepare a study on the issues of collecting and cataloguing audiovisual materials
- In the autumn of 1975, a Unesco Conference was held in Berlin (GDR) which dealt with the problems in the preservation of moving images. Problems of cataloguing were not discussed.

Mr. Klaue suggested that the interval between the meetings be shortened which would then force the members to exercise more self-discipline and develop greater activities.

Decision was still pending whether it would be possible to convene another meeting in 1976.

Mr. Penn gave some additional information on the study which the Imperial War Museum has been commissioned to carry out by Unesco. Questionnaires were sent to 278 organisations and institutions with the request for completion.

To date, 96 answers have been returned.

Unesco has received a preliminary report.

The similarity in the answers which were received from the archives is quite remarkable. It is intended that the final report be presented by May 1976.

After thorough discussion, the following was stipulated with regard to the publication of "Film Cataloguing":

1. Mrs. Harrison will undertake to do the proof reading of the manuscript. She will consider suitable recommendations given by Dr. Roads.
2. Mr. Klaue will endeavour to provide illustrations and samples of cataloguing files.

The question of getting some staff members of the Library of Congress to write the chapter on film cataloguing was considered once again. The matter shall be settled between Dr. Kuiper and Mr. Klaue during the RIAF Congress.

3./4. Dictionary and definition of filmographic terms

The members of the Commission have agreed to proceed as follows:

1. Completion of the present list of terms
2. Definition of terms

To 1.

The list of filmographic terms was completed (see annex 2)

The following general problems were raised:

- Use of terms:

Both the abstract term (e.g. direction) and the corresponding personal noun (e.g. director) shall be considered for translation, yet there shall be one definition only.

- Assistants:

They shall not appear under A, but shall be listed after the respective functional designation (Assistant director, i.e. after director).

To 2.

The definitions were completed up to the term 'Roles played' inclusive, (see annex 3).

Further stipulations concerning the work on this project:

1. The members felt that it was necessary that another commission meeting be convened in autumn 1976 (after 19th October).

In preparation for the meeting, Mr. Klaue agreed, to

- present his request to the Comité Directeur
- use the FIAF Congress to have discussions with the heads of the archives from which Commission members are coming and to draw their attention to another meeting
- ask Mrs. van der Elst to try to organise the next meeting in Belgium, too.

2. Mr. Holman agreed to get the draft definitions of the filmographic terms typed and photocopied for the Commission members.

In discussions on the project, there were tentative suggestions on the continuation of the project:

- the draft definitions should be presented to and discussed with experts in the fields of film and linguistics;
- next, the material should be made available to all FIAF members;
- at the same time attempts should be made to interest Unesco in a publication.

All Commission members regretted that they were unable despite intensive and concentrated work to complete the definitions of the filmographic terms. It was impossible for lack of time to discuss further items of the agenda. Two days proved to be too short for a Commission meeting.

The members of the Commission thanked Mrs. van der Elst for the preparation of the meeting. The pleasant atmosphere at the hotel Soleil added considerably to the successful course of the meeting.