

REPORT TO THE EXECUTIVE COMMITTEEFROM THE CATALOGUING COMMISSIONSTOCKHOLM -- MAY 1983

This past year has been one of mixed progress for the Cataloguing Commission. The draft report for the Annual Congress is attached, and I would like to draw your attention to several areas about which you may wish more detailed information, or which you may wish to review and revise before the document is issued to the members.

1. Computer Survey.

Roger Smither (IWM - London) has worked very hard to produce a questionnaire which would satisfy the varying views expressed by members about this project, and worries that we still have not succeeded in pleasing everyone. Thusfar, he has received too few responses to continue in any meaningful way with the project, and seeks our help in urging all the members to respond. Question: Has this request been stated diplomatically enough in the Commission's Annual Report?

2. Centralized Catalog of FIAF Member Holdings.

Our Annual Report merely mentions our work in this area without going into detail, since holdings lists have been rather sensitive subjects in the past. We therefore believed that you would prefer to review our documents separately first. Following suggestions made at last year's Annual Congress, the Commission has considered ways of bringing this project into a manageable and realistic form. We have prepared a minimum list of data elements to be included on a form together with proposals from the Preservation Commission (cf. Attachment). We also present the following implementation ideas to the Executive Committee for your consideration. We believe that all final decisions concerning the form and the directions which the project should take belong with the Executive Committee, for the level of support from archive directors will ultimately determine the project's possibilities for success:

1. The project should start with identified feature (over 1000 m) films from the beginning to 1955. A way to prevent duplication with the silent feature film project should be sought.

2. A standard list of abbreviations should be prepared for the names of the participating archives (and, indeed, for all members and observers).

3. The ISBD publication, Names of States, is recommended as a standard for abbreviations of names of states to be used in filling out "country of origin."

4. Information gathered should be held initially in card form at the Secretariat, envisaging the future use of a computer for storing the data.

5. For the same reason, forms should be typed, using all upper case letters.

6. To assure uniformity, especially if computer use is contemplated, the forms should be filled out in accordance with the appropriate provisions of the FIAF standard cataloging rules--once they are complete.

7. The information gathered by the project should be for the use of participating archives only.

8. A definition of participating archives should be prepared so that each such archive provides a bonafide number of titles.

9. Only preservation-based inquiries should be accepted by the Secretariat, and each participating archive should provide a list of names of authorized inquirers.

10. The Cataloging Commission can provide a general oversight function for the work of maintaining the file at the Secretariat. But, if the project is a success and many cards and holdings updates are received, we believe that an editor should be hired. Ms. van der Elst and her staff will monitor the first receipts, and notify the Commission and the Executive Committee if the work becomes too heavy for them to handle. Roger Holman (NFA - London) will oversee and monitor the progress of this project for the Commission.

3. New Projects.

a. Cataloging Pamphlet.

This suggestion came from Dorothea Gebauer (DIF - Wiesbaden) who felt it would be very useful to have a short document in her own language which she could use in presenting FIAF standards to her staff. Others on the Commission who do not have English as their mother-tongue agreed. What do you think? Should the suggestion be presented to the general membership, or should we wait until our calendar of "projects underway" is less full?

b. Unidentified Films.

Another suggestion from the Cataloguing Commission was to institute a new project, conference, or commission on unidentified films held at archives. Wolfgang Klaue pointed out that a conference on this topic had been planned by the Czech Film Archive, but had never actually materialized. He suggested that we present the idea to the Executive Committee for your consideration and suggestions.

HOLDINGS FROM THE NITRATE PERIOD, FROM THE BEGINNING TO 1955

Note: Archives should first concentrate on identified feature films from this period, where identification and cataloging work have already been verified.

I. Name of Archive Submitting Data.

II. Filmographic Data.

1. Original Release Title (in country of production).
2. Country(ies) of production (location(s) of home offices of production company(ies) responsible for the creation of the film).
3. Year of original release (in country of production).

III. Holdings Data.

Nitrate

Acetate

Complete

Incomplete

IV. Remarks. (Include here any other information considered by the contributing archive to be important as guidance for preservation work.)