

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF
HELD IN WIESBADEN ON MARCH 26 - 28, 1985

Participants: Ms. Harriet Harrison, Mr. Jon Gartenberg, Ms. Dorothea Gebauer, Mr. Roger Holman, Mr. Wolfgang Klaue, Mr. Rolf Lindfors, Ms. Márta Luttor, Dr. Guenter Schulz, Mr. Roger Smither, Ms. Ani Velchevska

Agenda: The Draft Agenda for the meetings was approved without amendment. A copy of the Agenda is attached (cf. Attachment A).

Item 1: Minutes.

The minutes of last year's meetings in Plovdiv, which were distributed before the meeting, were approved without amendment.

Item 2: Joint Commission Meeting Minutes.

Jon Gartenberg read the minutes of the Joint Commission meeting which were distributed before the meeting. Following a discussion, the Commission members decided that no immediate action was required of the Commission regarding the issues raised in the Joint Commission minutes.

Item 3: Reports.

a. Executive Committee and Annual Congress Meetings.

Wolfgang Klaue presented this report. The Executive Committee, meeting in Rome, had decided to request the Commissions to distribute their reports to the Annual Congress through the Secretariat in advance of the meetings--if at all possible. Since the Cataloguing Commission normally meets just shortly before the Annual Congress, the Chairperson will be unable to comply with this request, but will bring the written reports to New York for distribution there.

A review of members' annual reports shows that there is more interest in cataloging than had previously been expressed, probably because more and more archives are seriously considering computerization. Some members have strongly expressed an interest in having a universal FIAF system for the use of computers in archives. Commission members discussed this point and generally agreed with a point made by Roger Smither, who felt that any attempt to establish such a universal system must follow, rather than precede, the establishment of internationally agreed upon cataloging rules and computer format standards. Attempting to proceed without standards is attacking the problem backwards, and ambitious projects which have begun in this way have faltered. Examples given included the MIFED and APEX projects, which despite the availability of large sums of money, have failed to achieve positive results. Everyone

agreed that it is technically possible for FIAF to develop a universal software package, but little would be achieved unless members had already agreed to accept the system and the standards upon which it would necessarily be based. Thus, without a mandate from the members based upon agreement to standards, expenditures for software would be wasteful.

Absent standards, the best the Commission can do is to provide information concerning archive experiences in the field, thereby offering alternatives to archives who are just beginning to computerize their information. One possibility for archives at this stage is to seek bilateral agreement on standards and systems' use with archives whose needs and work environments are similar to their own.

Mr. Klaue distributed copies of the published bibliography to the members. He also announced that copies of the published glossary and computer study would be available for showing to members in New York.

Mr. Klaue and Guenter Schulz reported on the FIAF Summer School held last July in Berlin. The cataloging segments of the Summer School were organized by Guenter Schulz. They were very well received by the attendees, who showed great interest in cataloging work, again demonstrating the increased interest in our field which has come with advancements in computer and communication technologies.

b. Activities of International Organizations

1) FIAF-FIAT-IFLA-IASA-ICA-IFTC Liaison Group:

This year's meeting of the liaison group was to take place in two weeks' time, and Mr. Klaue had nothing to report.

2) Unesco:

Mr. Klaue reported that Unesco funds were being used in support of the publication of the glossary.

Unesco has also given funding for two regional seminars. The first was held in Brazil where the major topic of discussion was documentation rather than cataloging. However, the São Paulo archive did present a detailed contribution on cataloging (ca. 400 typewritten pages) which was given to all the participants. Mr. Klaue will try to get a copy of it for the Commission.

The second seminar is to be held in Mozambique for the English and Portuguese speaking countries of southern Africa. Mr. Klaue has suggested Roger Smither as the expert to present the cataloging portion of the seminar. Unesco will cover Mr. Smither's expenses for participating in the seminar.

In the near future, Unesco will be offering a new contract to FIAF for conducting a worldwide survey on developments resulting from the recent Unesco recommendations on moving images. As part of this contract, FIAF should be getting a word processor/microcomputer for the Secretariat in Brussels. It is possible that the microcomputer could also be used for Cataloguing Commission projects, particularly the nitrate union catalog project.

Unesco continues to demonstrate a lack of interest in supporting the Commission's work on cataloging rules standards. At a later stage, they may be persuaded to support printing costs, but development work will have to continue with FIAF funding only.

Item 4: Exchange of Information about Cataloging Activities in Our Countries and at Our Archives.

Rolf Lindfors - Cinemateket / Svenska Filminstitutet

Mr. Lindfors presented the following report:

News(?) from the Swedish Archive

During 1984 more than three times as many prints as usual were deposited in the archive. Ca. 1200 features were offered to us, many of which were Swedish productions from the 1950s and 1960s. This brings the total number of titles held in the archive to over 10,000.

Regarding Swedish feature productions, the archive now covers ca. 70% of the total production from 1953 to 1983. For most of the titles, the archive holds reference material (original negatives or master positives). What remains are some co-productions, some 16mm productions, and porno films.

From the nitrate period, we have everything we know of, and we hope to finish the preservation project for feature films within five years. We have less than 100 titles left to copy.

After we have finished the features, we will start with the shorts. The project "Cultural History in Film," now in its fifth year of work, has examined almost 3,000 shorts, less than 10% of which have been transferred to safety material.

The film showing program has also been expanded to include Gothenberg with two screenings a week. A part-time person has been employed to handle the Gothenberg work. In addition, we have plans to arrange screenings for younger people, starting next autumn. The regular film club (four screenings a day) does not permit members under fifteen.

Roger Holman - National Film Archive

Mr. Holman reported on the activities of the Cataloguing Section of the NFA:

Staff:

Two new members were recruited in 1984; Jane McKenzie's post was filled by Julie Marsh on 26 March, and Jackie Morris, who became Viewing Service Assistant, was replaced by Mark Turner on 9 April.

Viewing Catalogue:

The preparation and checking of data took up most of the Section's time during the year. The first printout of all viewing copy titles was produced on 11 July, after which proofreading enabled us to correct errors on the database and to print out corrected lists until we were satisfied that the data was correct. On 17 October we copied the data onto a series of floppy discs which were sent to Bemrose Printing for computer typesetting, and copies of the Catalogue were received in early January 1985. It contains over 8,000 titles of films and television programmes, fiction and non-fiction (ranging in date from 1895 to the present day) which are now available for study and research on the Archive's premises and for repertory screening in the BFI's National Film Theatre and Regional Film Theatres. The 216 page Catalogue lists the titles in alphabetical order with their length and running time and there are two indexes--one to directors and one to production companies.

Computerisation:

We continued to input the vast backlog of manual records and at the same time entered directly onto the computer the new titles acquired by the Archive. The computer itself was moved to a new location on the roof by making use of two disused nitrate film vaults with a cable to the office where we can use two terminals without having to experience the considerable noise and heat generated by the computer. The reliability of the computer was greatly increased by installing air conditioning and air filtering in the computer room early in July.

Up to the end of 1984 we have been using a five year old Jacquard computer formerly used by the BFI's Membership Department. The lease on this equipment, which is now obsolescent, has expired and progress towards computerisation elsewhere in the BFI, especially the technical records of the Preservation Department, persuaded our consultants to recommend that we should move towards a unified database capable of holding all the Archive's filmographic and technical records. The software chosen for this is ORACLE which will run on a DEC VAX computer soon to be purchased. The preparation for the transfer of our data to this new system took place in December.

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On 30 December 1984 the NFA's database held 52,897 titles; included in this total were 9,733 viewing copies.

Meetings:

James Patterson attended the Liepzig Festival 22-28 November, and I attended the FIAF Cataloguing Commission meeting held jointly with the Documentation Commission in Plovdiv 26-31 March.

ROGER HOLMAN
31 January 1985

Márta Luttor - Magyar Filmintézet

Ms. Luttor presented the following report:

The most important event of 1984 was the reorganization of our Institute. Professor István Nemeskürty took up office as director on the 1st of July. He worked on the design of the new structure of the Institute until September, and the establishment of the new Institute (legal successor of the former one) was declared on the 1st of December.

The basic activity of the Institute remained unchanged, but it became wider, and some of the older tasks received greater importance. From now on, our main duty is to concentrate on Hungarian film in collecting, preserving, and processing. From this point of view, we consider as Hungarian production the so-called "Hungaricas," i.e., those films which were made by Hungarian filmmakers living abroad or with the participation of Hungarian actresses and actors. Films whose stories are connected with Hungary are also included. Thus we must search for any films and information which fit into this concept, and, of course, try to obtain these films for our collection. The staff of the Research Department has started compiling a complex history of Hungarian film, approaching it from various aspects. There are new departments which deal with the questions of distribution and film education in schools. In the Filmmuseum, a series of Hungarian films are being shown this year. Beginning in January, our periodical Filmkultura has come out monthly. Republishing of old Hungarian film books is also planned.

As for the Film Archive, it has become a major department and now includes the Collection Department (formerly the Filmographic Group), the Technical Department, and the Library. During recent months we have designed new operating regulations. We described the tasks of each member of the staff. In addition to our everyday activities (cataloguing, preservation work, reference service, etc.) we accomplished a revision of the feature film catalogue. In our small workshop, we continued the copying process for nitrate holdings.

We again took part in compiling the Filmyearbook 1983, and now the volume for 1984 is in progress. From the series, Foreign Feature Films in Hungary 1945-1980, manuscripts are finished for the French, Soviet, and Czechoslovakian films. The manuscript of the new volume of Hungarian Filmography, Feature Films 1980-1984, will be finished by the end of March. Owing to the press of other urgent tasks, we postponed finishing two other volumes of Hungarian Filmography--Non-Fiction Films 1971-1980, and Animation and Short Fiction Films 1971-1980--until the end of 1985.

25 March 1985

Roger Smither - Imperial War Museum

Mr. Smither reported:

Cataloguing and Record Keeping. During 1984, the Museum has begun full use of the GOS system files for film cataloguing and preservation records. Progress on the cataloguing side has been slowed down by a number of personnel movements, so that the Museum is in the position of having a fully functioning system into which data is not yet flowing at the intended rate. On the preservation records side, the picture is more encouraging, and major inroads have been made into the backlog of unrecorded data built up during the hiatus between the usage of the APPARAT system and its successor.

Film Showings. Our principle season this year was planned in conjunction with a major Museum Exhibition on European Resistance to the Nazis 1939-45, and it ran throughout the summer and autumn of 1984. In conjunction with this season, a small exhibition was mounted in the Cinema Foyer illustrating the difficulties and dangers facing combat cameramen and showing the types of cameras they used. This was largely researched and prepared by one of the Museum's film catalogers.

International Relations. During 1984 the interest stirred up by "the lost Alfred Hitchcock film" on the Nazi concentration camps continued unabated despite the fact that Hitchcock's involvement was in fact slight and the so-called film is rather an edited assembly of concentration camp footage which never reached the final phase of production, as Clive Coultass explained in the FIAF Information Bulletin, No. XXVI. The undeniable interest of the material itself, however, led to a number of screenings at International Festivals. In February it was screened at the Berlin Film Festival with an Introduction by Kay Gladstone, the film cataloguer previously noted, from the Museum's Department of Information Retrieval.

Dorothea Gebauer - Deutsches Institut für Filmkunde

Ms. Gebauer presented her report on the activities of the Film Archives Department:

In 1984 a total entry of 254 prints was recorded, including feature films as well as documentary films (16mm and 35mm).

In the same period, 514 films were loaned out for non-commercial purposes, 280 of which were silent films and 234 of which were sound films.

Twenty prints were given on loan to FIAF member archives. Close contacts were performed with the following archives: Bundesarchiv Koblenz, Cinemateca Nacional (Lisboa), Cinémathèque de Toulouse, Cinémathèque Québécoise, Cinémathèque Royale de Belgique, La Cinémathèque Suisse, Det Danske Filmmuseum, Nederlands Filmmuseum, Staatliches Filmarchiv der DDR, and Stiftung Deutsche Kinemathek.

Since the reopening of the archive's cinema CALIGARI on September 7, 1983, screenings were continued (only interrupted for two months during summer holidays) up to November 26, 1984, that means during 53 days with 106 performances, during that time 68 titles were shown, 34 from our own archive's stock, and 34 were loaned from fellow archives or friendly distributors. The topics were: PURSUED AUTHORS AND ARTISTS UNDER THE NS-RULE, part I and II; BESONDERS WERTVOLL (most valuable, i.e. films which were given a special quality note by FILMBEWERTUNGSSTELLE Wiesbaden); FILM LITERATURE; SOVIET FILM WEEK. The total number of visitors was 7279.

In 1984, 200 films were shown on our archive's premises. Among the visitors were representatives of the tv-programs from WDR, NDR, Sender Freies Berlin, ARD, and ZDF. Visitors also came from various universities, for example from the University of Osnabrück, to see about 40 films on the topic "Time of National-socialism as performed in the German post-war cinema."

The department prints archives was represented by the Curator at the meeting of the FIAF Commission on Cataloguing in Eastern Berlin from July 16 through 20, 1984. During this event the Curator and Dr. Schulz of the Staatliches Filmarchiv der DDR have elaborated the German translations for the "Glossary of Filmographic Terms."

Guenter Schulz - Staatliches Filmarchiv der DDR

Dr. Schulz outlined in seven points the year's activities of assessing and indexing the collections at the SFA.

1. In 1984, the Staatliches Filmarchiv der DDR conducted a survey in 3,500 museums, libraries, and archives of the GDR. As a result, it was found that more than 6,000 titles are available at these institutions. The materials will be identified in the forthcoming years.

2. The preparation of our new EDP programme SOPS AIDOS OS was continued. It is to be applied in 1987/88. A computer centre in Berlin will cooperate with the SFA, and we hope that this process will make our work easier.

3. The thesaurus developed in cooperation with the GDR television with the aim of collecting data on the contents of films was put in use on a trial basis during the fourth quarter of 1984.

4. The manuscripts for two catalogues of films from the collections, i.e., film documents on the history of the German working class movement and film documents on the period of the popular front movement in France, were finished.
5. In 1984, 115 fiction and 480 non-fiction films were subjected, controlled, or completed by editorial restoration.
6. The Annual Filmo-Bibliography of 1981 was published. Our work then concentrated on the compilation of the Annual Filmo-Bibliography of 1982 and the completion of the manuscript on the production of the former DEFA-Studio for Popular-Scientific Film 1946-1964.
7. In July 1984, the SFA organized the 4th FIAF-Summerschool. Dr. Gogolin and Dr. Schulz discussed problems about cataloguing processes, including evaluation, selection, and computerization, with the participants.

Jon Gartenberg - Museum of Modern Art

Mr. Gartenberg reported on the activities at MOMA and distributed a document which shows how MOMA's new computer system works.

1. MOMA Expansion Project. Work still continues to finish the interior spaces of the film department as a result of the expansion of the museum. Our staff screening rooms are in the process of completion, as well as our study collections materials storage. The new study center for researchers is in operation, and we now have two film theatres for public exhibitions (which will make more demands on the use of archive prints).

2. MOMA Computer System. In 1983, we decided to implement our new computer system. Originally we decided to develop our new system in mainframe FOCUS (a fourth generation programming language), using an IBM base model PC connected to an educational timesharing facility, and to hire a programmer experienced in library/museum systems. However, the development costs in terms of connect and processing time were high, and we desired a more experienced FOCUS programmer. Meanwhile, a version of FOCUS, able to be run entirely on a personal computer, was released on the market. For all these reasons, in 1984 we upgraded our PC to accomodate hard disk storage and contracted with the consulting branch of the company that markets FOCUS, in order to develop with us our film cataloguing application entirely on the PC. We also set goals to:

- Convert 5,000 records from GRIPHOS into the new system.
- Catalogue and input a large backlog of manual records, including information about large collections at the vaults.
- Produce a catalogue of the collection.

To date, work has proceeded extremely well in all the above areas. During the past year, we have established programs for:

- 1) data input, deletion, and update;
- 2) online queries;

- 3) reports, including display of data for a given record or any ad-hoc selection of data fields, catalogue cards, lists of new acquisitions, and published catalogue entries;
- 4) utility functions, allowing for the dynamic addition of new data fields into the system, and for user control over the selection of data elements for any standard report. (Samples of screens for the above functions and for data output were passed out and discussed.)

We have already converted (without manually rekeying) extensive data for 5,000 records from the GRIPHOS system into the PC. Approximately 1,200 additional manual records have been catalogued onto worksheets and are in the process of being input, as well as new acquisitions from the 1984 calendar year. A producer/director index to the titles in the collection, and an alphabetic title list, have been generated for editing purposes in preparation for the printing of a published catalogue of our holdings.

We are currently operating two microcomputer systems. Main processing is done on an IBM Base Model Personal Computer. The data and programs are stored on a hard disk (USDC PC-870 Network Storage System [70 Mbyte unformatted]). Backup is made from disk onto 1/4" tape cartridge. Peripherals include an Epson FX-100 printer (for producing hard copy reports and catalogue cards), and a monochrome monitor. The second PC system encompasses an IBM Base Model PC, a 10 Mbyte IBM expansion chassis, monochrome monitor, and Epson FX-100 printer. This second machine is used for input of the backlog of worksheets. The data is then transferred in a flat file via diskettes to the main machine which stores the full database of information.

Work has proceeded successfully to establish this new system in 1984 and 1985 and to integrate the computer into the staff's work. We expect progress to slow in 1985-6 because of budget constraints and a great reduction in cataloguing staff.

Ani Velchevska - Bulgarska Nacionalna Filmoteka

Ms. Velchevska reported that no progress has been made in their attempts to introduce a computer based information system for the archive's collections. She stated that things are going from bad to worse. Recently, the Computer Center of the Committee for Culture was organized as a separate institution, and this means that the archive will have to pay for the system--for all services they would do for the archive. It is not necessary to state all the problems which arose in the struggle for this whole initiative, but we are not giving up our intentions.

The first volume of our Filmography of Bulgarian Feature Films is not printed yet because of lack of paper of the quality requested. The second volume is ready for printing too. It covers the period 1950-1970, including 178 films with a complete filmography, a summary in Bulgarian and English, and an index of all persons involved in the production. The index has been made manually.

In 1984 our film collection was enriched by 1971 prints of fiction and non-fiction films. All these films have been cataloged.

Harriet Harrison - Library of Congress

Harriet Harrison reported that the national standard cataloging rules for the United States have now been published, and she distributed copies of the publication to the members. Work on the Theodore Roosevelt Catalog has reached the page proof stage, and a 1985 publication date is hoped for. The television catalog manuscript has been completed and is now being edited for submission to the Library's Publishing Office. In addition, preliminary discussions are being held about the possibility of publishing a microfiche copy of the archive's 3 x 5 card catalog.

In the field of computerization, the nitrate tracking system (NTS) has been loaded with inventory level records for all the nitrate titles in the archive's collections, and is now being used successfully to track the movement of these materials through the preservation work flow. For cataloging purposes, the archive is in the final planning/implementation stages for utilizing the Library's on-line MARC-based system. The system is scheduled to be up on May 6, and input will begin after training for archive staff has been completed.

Cataloging staff has also devised a means of accessing the Library's copyright catalog database (COPICS) via communicating word processors, calling the records onto the word processors and revising them slightly to provide 3 x 5 cards which can be filed into the archive's catalog. This procedure saves much time and has allowed us to produce an average of 900 title access records per month (with five catalogers).

Item 5: Glossary of Filmographic Terms.

Jon Gartenberg thanked all the members who had helped on the glossary and reported that work on the manuscript glossary of filmographic terms was complete. In January, Mr. Gartenberg, through the support of UNESCO funds, traveled to Brussels to meet with Brigitte van der Elst and the publisher about the format and other problems associated with the document. He showed the results of these--sample cover and page designs--to the Commission.

Wolfgang Klaue reported on discussions with Ms. van der Elst concerning the publication. The initial printing will be 1,000 copies at a cost of \$7.50, 60% - 70% of which will be covered by UNESCO. Ms. van der Elst requested the Commission to suggest a retail price. Our decision was to charge \$15.00 per copy.

Ms. van der Elst had a further question concerning the proofing of galleys. In order to achieve a publication date prior to the New York Congress, the members decided to have this done at the Secretariat

in Brussels. (A telephone call to Ms. van der Elst during the lunch break confirmed that she would be willing to take on this responsibility.)

Discussions then turned to the question of publicity for the Commission's publications. Wolfgang Klaue reported that the PIP staff is working on one small leaflet which will advertise all FIAF publications. In addition the following steps are to be taken:

1. Harriet Harrison will obtain a list of review journals prepared by the PIP staff and send it to all Commission members so that they may choose (and/or add) the appropriate journals from their countries. Each member will then be responsible for sending letters to the journals they have chosen, announcing our publications and asking if they would like copies for review.

2. Harriet Harrison will prepare a one-page flyer about the three publications to send to Jon Gartenberg for distribution at the Annual Congress in New York.

Wolfgang Klaue asked if any members were able to act as distributors for the publications in their own countries, but no one was able to take on this responsibility. Mr. Klaue noted that the task of sales and distribution was becoming too difficult for the staff at the Secretariat to handle and stated that he would like to see a new half-time person hired for the Secretariat who could handle programming for the microcomputer and manage publications sales.

Mr. Klaue then called for a discussion about how work on the glossary could be expanded to include additional languages. Ani Velchevska suggested that member archives be asked to do translations for their own countries, and that they also send these translations to the Secretariat. The Commission would then collect the additional languages and oversee publication of revised editions as appropriate (and where permission of the authors was obtained). The Commission members agreed that this was the best method, since the project absolutely requires both film knowledge and language expertise, the combination of which is often only available in archival settings. Ms. Harrison will ask the member archives to work on this project. She will request that archives undertaking the project maintain the format of the current publication and key their translations and definitions to the numbers used there.

Item 6: Computer Survey.

Roger Smither reported that work on the computer survey was complete and that he had submitted the manuscript to the Secretariat. In the final instance, 36 archives replied to the survey, 24 of which gave responses in careful enough detail for their texts to be included in the publication. The document itself contains sixty pages of editorial analysis and 200 pages of archive contributions. In addition, an appendix lists the data fields which are being used by the contributors. Copies of the final publication (in a dark red binder) should be available for New York. Mr. Smither thanked all the members who had helped with the publication.

Mr. Klaue reported that 500 copies of the computer survey would be printed at a cost of \$7.00 per copy. The Commission decided on a purchase price of \$20.00, which was felt to be quite reasonable considering the high cost of computer publications in general.

Mr. Klaue reminded the members that, when they are searching for review journals, they should remember to include a few computer or technical publications as review possibilities for the computer survey.

Item 7: Union Catalog for Holdings from the Nitrate Period.

Roger Holman distributed a draft of the instructions, forms, and country & archive abbreviations for the union catalog of sound feature films from the nitrate era, 1927-1955. He emphasized that the project is not designed to be a service for locating prints for showing, and that questions regarding the list will be processed by the Secretariat only for preservation purposes. In answering requests, the Secretariat will not provide details but will only give the names of archives holding materials for a particular title. The catalog should be viewed as a tool to help archives spend their preservation money wisely.

The Commission members decided to recommend to the Executive Committee that use of the catalog should be restricted to participants, and reviewed the draft provided by Mr. Holman. It was approved as amended, cf. Attachment B. They also decided to look for a Spanish translation of the introduction and instructions. (The Executive Committee further revised the draft, which was then given to Ms. van der Elst and Hector Garcia Mesa for the French and Spanish translations. A copy of the final version will be given to Mr. Holman before actual distribution of the document to the members.)

At the request of Wolfgang Klaue, the Commission agreed to keep the catalog on its active project list, and will oversee any necessary revision of instructions, card updates, etc. Mr. Holman stated that the NFA would be willing to review and edit the cards submitted by the participants and to maintain the abbreviations lists for countries and archives.

Ms. Harrison will present the project to the FIAF membership at the Annual Congress, encouraging members to participate and explaining the plan in detail. Following the Congress, Ms. van der Elst will send a letter to each member along with the set of instructions, sample cards, and abbreviations lists. The letter will ask:

- (1) if the archive wishes to participate
- (2) what the name of the authorized preservation officer (or other official who can query the catalog) is, and
- (3) how many cards the archive wants.

Item 8: Bibliography of Filmographies.

Wolfgang Klaue announced that 500 copies of the bibliography had been published at a cost of \$3.00 per copy. The members decided to set the retail price at \$8.50 per copy and set a special price of \$40.00 for orders for all three publications.

Item 9: Sample Technical Data Form.

Guenter Schulz announced that no progress had been made on this publication in the last year, owing to a variety of special circumstances.

Item 10: FIAF Brochure on Cataloging.

Dorothea Gebauer volunteered to work on this project, which will include illustrations and a list of Cataloging Commission publications. She requested that the members send her any suggestions they might have. Wolfgang Klaue suggested that Ms. Harrison introduce the idea to the Executive Committee, pointing out the potential costs for printing.

Item 11: Rules for Standardizing Cataloging in Film Archives.

Rolf Lindfors distributed three updated pages for the rules draft (cf. Attachment C). Harriet Harrison volunteered to edit the rules draft. She also discussed an article written by Jan-Hein Bal of the Nederlands Filmmuseum, which had appeared in a recent issue of the FIAF Information Bulletin. She read a draft response and asked for comments. Roger Smither provided some changes, and the members decided that it should be sent to Mr. Bal and to the FIAF Information Bulletin. For a copy of the revised letter (cf. Attachment D).

Item 12: Plans for the Cataloging Symposium in New York.

Jon Gartenberg presented his plans and agenda for the cataloging symposium in New York (cf. Attachment E). Roger Smither, Marta Luttor, Wolfgang Klaue, Rolf Lindfors, Harriet Harrison, and Jon Gartenberg will all be in New York for the Congress. The Commission decided that these members should urge FIAF members to attend the cataloging symposium.

Mr. Gartenberg also reported that he had received some requests from members outside the Commission to speak at the symposium. Such people will be given time in the open-ended afternoon sessions and can also petition to speak during the open forum.

Item 13: Cataloging/Computer Symposium in Australia, 1986.

Roger Smither reported on his contacts with David Watson last fall concerning the symposium in Australia, and four members--Roger Smither, Roger Holman, Harriet Harrison, and Jon Gartenberg--reported being telephoned this spring by either David Watson or Ann Baylis. Each member had heard something rather different, and all four members were concerned lest they be misquoted.

Roger Smither passed out copies of a letter and draft program which Watson and Baylis had sent him (cf. Attachment F), and vigorous discussions ensued. The resulting conclusions were:

- (1) The program was an attempt on the part of the Australians (a) not to duplicate the New York symposium, and (b) to coordinate their efforts with the Cataloguing Commission.
- (2) Communication over such distances is difficult, and misunderstandings can easily arise.
- (3) Roger Smither should prepare a Cataloguing Commission statement to be sent to Watson and Baylis.
- (4) Harriet Harrison should present the Commission's concerns to the Executive Committee not as a part of the Commission's report, but following the Australians' presentation to the Executive Committee. (This was done, and both Ray Edmundson and the members of the Executive Committee reacted quite favorably to our suggestions.)
- (5) Wolfgang Klaue strongly urged that the Commission emphasize the importance of conducting the symposium with the very close cooperation of the Commission. He mentioned that several international databases had been discussed or planned, e.g., MIFED, APEX, US-AFI, Anglo-German, but none had as yet reached implementation. It may be extremely difficult for any Commission member to travel to Australia, given the fact that Commission members are most often not the highest ranking members of their archives, but a cooperative effort on the symposium will be extremely important for FIAF.

Item 14: Other.

a. Wolfgang Klaue announced that after long soul searching and deliberation, he has decided to resign from the Commission. Emotionally he wants to stay, but rationally he feels he must leave now that he will no longer be president of FIAF. His reasons are as follows:

1. He doesn't work on cataloging any more.
2. Two people from SFA will not find funding to attend the meetings.
3. The projects which Mr. Klaue started have now been brought to a successful conclusion.

The members all felt very sad. No one wanted Mr. Klaue to resign; after he had left, it was suggested that Mr. Klaue be made an honorary ex-officio member, and everyone supported this idea enthusiastically. Jon Gartenberg also offered to host a party for him to which all Commission members present in New York could come.

b. Members discussed the possibility of continuing the bibliography of filmographies and the computer studies projects. Marta Luttor volunteered to collect information on newly published filmographies, and Harriet Harrison promised to request members to send such information to Ms. Luttor. Concerning the computer study, Ms. Harrison promised to urge members to contribute new technology articles to the FIAF Information Bulletin.

c. Members decided to begin a new project on genres by collecting and studying extant genre lists. Dorothea Gebauer, Guenter Schulz, Jon Gartenberg, and Ani Velchevska will work on this project.

d. Members discussed the possibility of having a cataloging symposium/seminar at every Annual Congress, now that a start in this direction has been made. Ms. Harrison and Mr. Klaue promised to discuss the matter with Eva Orbanz, but a Berlin cataloging seminar seems unlikely.

Item 15: Next Commission Meetings.

Wolfgang Klaue and Guenter Schulz issued a tentative invitation for the members to meet in Berlin in 1987. This will coincide with the Annual Congress which is to be held in West Berlin that year.

The 1986 meetings are still open. Suggestions were made for investigating the possibility of Amsterdam, Lisbon, Madrid, or Paris for hosting the meetings. If no member volunteers to host us, we can always meet in Bruges again.

ATTACHMENT A

A G E N D A

MEETING OF THE CATALOGUING COMMISSION

WIESBADEN, MARCH 26 - 28, 1985

- I. Approval of Minutes of Last Meeting.
- II. Review of Minutes of Joint Commission Meeting.
- III. Reports:
 - A. Executive Committee and Annual Congress Meetings.
 - B. Activities of International Organizations.
 1. FIAF-FIAT-IFLA-IASA-ICA Liaison Group
 2. UNESCO
 3. Other
- IV. Exchange of Information about Cataloguing Activities in Our Countries and at Our Archives.
- V. Glossary of Filmographic Terms.
- VI. Computer Survey.
- VII. Union Catalogue for Holdings from the Nitrate Period.
- VIII. Bibliography of Filmographies.
- IX. Sample Technical Data Form.
- X. FIAF Brochure on Cataloguing.
- XI. Rules for Standardising Cataloguing in Film Archives.
- XII. Plans for Cataloguing Symposium in New York.
- XIII. Cataloguing/Computer Symposium in Australia, 1986.
- XIV. Other.
- XV. Next Commission Meetings.