

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF
HELD IN OVERVEEN ON MARCH 11 - 14, 1986

Participants: Ms. Harriet Harrison, Mr. Jon Gartenberg, Ms. Dorothea Gebauer, Mr. Rolf Lindfors, Dr. Günter Schulz, Mr. Roger Smither, Ms. Ani Velchevska

Host: Mr. Jan-Hein Bal (Nederlands Filmmuseum)

Guests: Ms. Anke Bel, Ms. Afra Groot, Mr. Peter Westervoorde (Nederlands Filmmuseum)

On the second day of our meetings, Brigitte van der Elst joined us from Brussels.

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

Prior to the opening of the working sessions, Jan-Hein Bal welcomed us officially to the Nederlands Filmmuseum and explained the arrangements for our meetings and stay -- all of which were carefully and excellently prepared.

Item 1: Minutes.

The minutes of last year's meetings in Wiesbaden, which were distributed prior to the meetings, were approved without amendment.

Item 2: Reports.

a. Executive Committee and Annual Congress Meetings.

Jon Gartenberg read into the record his report on the 1985 Annual Congress. See Attachment B. He also passed out a review of the Cataloging Computer Symposium, written by Chris Shipley, which appeared in the journal, PC Week (May 28, 1985). See Attachment C.

Harriet Harrison reported on the Executive Committee meetings held in London, October 2-4, 1985.

1. Cataloguing Commission Participation in Future Annual Congresses and Symposia.

Ms. Harrison met on various occasions in London with Roger Smither, Roger Holman, Henning Schou (Canberra), and Ann Baylis

FIAF Cataloguing Commission Minutes, p. 7.

Ms. Harrison was also requested to ask the Executive Committee its opinion upon requests from member archives who say they have no titles to submit but nonetheless wish to participate in the project. [The Executive Committee decided they should not be considered participants.]

Ms. van der Elst will send out reminders concerning the project to member archives. The plan at the Secretariat is to begin entering data into the PC on a country by country basis.

Item 6: Sample Technical Data Form.

Günter Schulz has been working on this project and submitted a report on its progress. See Attachment K.

Dr. Schulz asked Ms. Harrison to request members to send him descriptions of any graded categories (e.g., I - IV, A - E, 1 - 3, etc.) which archives employ to judge the quality of copies -- both originals and preservation materials. It was agreed that she should prescribe a deadline of no later than September 1, 1986 for the submission of these categories to Dr. Schulz.

Dr. Schulz would like to have the publication translated into Russian and Spanish. Ms. van der Elst estimated the cost for this at ca. \$600 (US) per language (estimating \$.50 (US) per line for approximately 25-40 pages), and stated that the FIAF budget should be able to cover this expenditure.

Item 7: FIAF Brochure on Cataloging.

Dorothea Gebauer reported that she had completed a draft of the text to be included in this brochure. Our aim is to send the brochures to FIAF members, both the heads of archives, and the members responsible for cataloging within the archives. Archives can then distribute them to interested visitors, universities, schools of library and information science, at professional meetings and conferences, etc. The brochures may also be distributed to attendees at FIAF sponsored summer schools and seminars.

The members decided that they would like to have the brochure printed in English, French, German, and Spanish. It should be liberally illustrated and include a blank space on the back for individual archives to place their stamp (an added form of publicity for member archives). A suggested number of copies to be printed is 2,000, and the possible cost is 20,000 BF. Roger Smither will work on revising the text, choosing illustrations, and designing a layout for the brochure. Ms. van der Elst suggested that we hire a public relations/publicity designer to help us create an effective yet inexpensive brochure, and we decided to include the item in our 1987 budget request. [The request was approved, and Mr. Smither will coordinate his efforts with Ms. van der Elst and the contractor.]