

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF HELD IN BERLIN ON MAY 7 - 10, 1987

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

Guest Expert: Ms. Märta Luttor

Observers: Wolfgang Gogolin, Barbara Schütz

On the first day of our meetings, we were joined by Wolfgang Klaue.

Agenda: The Draft Agenda for the meetings was approved with the addition of a new topic "Commission Membership." A copy of the revised Agenda is attached (cf. Attachment A).

Item 1: Minutes.

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

Item 2: Reports.

1) Wolfgang Klaue presented the following reports:

a) FIAF-FIAT-IFLA-ICA-IASA-IFTC NGO Roundtable. The last meeting of the Roundtable was in March 1987. Cataloging was not a specific topic for discussion, but there were nonetheless related discussions which could be of interest to the Cataloguing Commission. IFLA will hold its next general conference in Brighton in August, 1987. During the sessions, there will be a meeting about bibliographic control of audiovisual media. Mr. Klaue suggested that the Commission should send a representative to this meeting who could make a presentation on our behalf. FIAF should be asked to cover his/her expenses. The Commission chose Roger Smither, who agreed to attend on our behalf. Harriet Harrison will ask the Executive Committee for funds to cover his expenses.

ICA has established a new committee for audiovisual media. (Formerly ICA had only a working group for audiovisual media, and this change indicates more power and prestige within ICA for audiovisual archivists.) The new chairman is from the Netherlands. The committee will work on training, copyright problems, the development of selection criteria for archives, and a

minimal list of recommended equipment for smaller archives. ICA's 1988 conference will be devoted to the topic, "Archiving of New Media."

Both IFLA and ICA are willing to disseminate information about FIAF publications to their members. Ms. Harrison will write a one-page description about each of the Cataloguing Commission publications and send them to Brussels for appropriate distribution.

b) UNESCO. UNESCO has made a contract proposal to FIAF which includes \$6000 for an ISIS training course. This course could be held in Brussels; attendees would have to fund their own staying costs. UNESCO would also like to have FIAF's Cataloguing Commission endorse the use of ISIS for film archive work. Commission members discussed this issue and decided that we had no objection to the training course, but did not want to endorse ISIS for several reasons: 1) no Commission member has any hands-on experience with ISIS, 2) ISIS and MINISIS are hardware dependent; only MICROISIS is not; 3) some countries might have difficulty in acquiring the necessary hardware (and some might experience political difficulties in acquiring the software), 4) our information is that all fields are fixed in length; there are also questions about ISIS's ability to handle multiple repeats of a field, multiple copies of materials, ranges of dates, long summaries, and special relationships between fields. In any case, we do not believe that FIAF should be in the business of endorsing proprietary commodities. Mr. Smither agreed to investigate ISIS further and to collect information about FIAF member experiences with the use of ISIS. Ms. Harrison will explain our position to the Executive Committee.

c) FIAF Summer School. Experiences at the summer school indicate that there is a growing interest in and demand for advice about cataloging and documentation. In response to this interest, the summer school participants have been divided into two groups -- one for preservation and the other for cataloging/documentation. Our Commission publications are not well enough known, and we must find ways to promote our publications and to provide training for colleagues from new and developing archives; we should be prepared to travel as experts because our advice is much needed.

d) FIAF Documentation Commission. Milka Staikova has suddenly resigned as head of the Documentation Commission, owing to health problems. Karen Jones will act as Chair for the Annual Congress, but is unable to continue in that capacity. Other than the PIP and its financial problems (which have occupied a major portion of the Commission's time), there is one other ongoing project, the Dictionary of Cinematographers and Set Designers. The Executive Committee will have to find a solution to this problem, and it may be that the Commission will have to be disbanded. [The Executive Committee did subsequently disband the Commission and appointed Michele Snapes as Interim Chair. She will serve for two years, during which time she will have to choose new members for the Commission and bring her newly constituted group back to a fully functioning status. The Executive Committee also decided that the Documentation Commission would not, in future, have to concern itself with financial matters relating to

the PIP; they will, however, still maintain policy and editorial control over the project.]

e) FIAF-UNESCO Seminar in Maputo, Mozambique. This seminar was held last year for English and Portuguese speaking countries from the southern region of Africa. Wolfgang Klaue spoke about film cataloging, and a Portuguese expert provided information on the cataloging of television. Representatives from Kenya were especially interested in cataloging matters, and it was suggested that they seek help from Britain on a bilateral basis.

2) Roger Smither presented a report on the Canberra computer symposium, which was jointly sponsored by the Commission and by the Australian National Film and Sound Archive. More people attended this symposium than the one in New York, because there were no conflicts with other meetings and therefore no one had to choose. Presentations were made on the US's NAMID project, on the use of ISIS in India and Canada, and upon Australia's automation efforts. In his keynote address, Mr. Smither argued against being overly optimistic in the area of networking -- both for technical and political reasons. On the whole, the symposium was quite well received, and the discussions which ensued were fairly lively.

3) Günter Schulz reported on an East European catalogers meeting, which was held in January 1987. The main topic for discussion was the search for a means of cooperation through automation. Overall, the group encountered the same problems which were noted in Canberra. They will meet again in 1989 to look for a solution to the problems of cooperation via the use of microcomputers.

Dr. Schulz posed to the Commission the possibility of setting up regional subcommissions based on the model of the regional subcommissions set up by the Preservation Commission. Ms. Harrison will discuss the situation with Henning Schou to see how his subcommissions were established, and how they relate to the activities of the full Commission. [Later discussions with Dr. Schou revealed that the Preservation Commission has two subcommissions, one for East Europe and one for North America. These subcommissions meet on their own, without any funding from FIAF, and work on projects of their choosing. The projects are approved by and coordinated with the full Commission. If this arrangement is useful for the Cataloguing Commission, we can discuss possibilities again at our next regular Commission meeting.]

Item 3: Commission Membership.

Günter Schulz and Ani Velchevska proposed Vladimir Opěla of the Ceskoslovensky Filmovy Ustav - Filmovy Archiv as a replacement for Mária Luttor, who resigned last year owing to her impending retirement from her archive. Wolfgang Klaue and Harriet Harrison will pursue this recommendation, first with Jiri Levy, Curator of the Ceskoslovensky Filmovy

Ustav - Filmovy Archiv, and then, if he approves, with the Executive Committee. [The Executive Committee has now approved our nomination of Mr. Opela for membership on the Commission.]

Commission members next discussed the situation of Roger Holman, whose letter of resignation was received during the meetings. Possible replacements for him included: someone from London (NFA), Mario Mesomuci from Rome, Nicole Schmitt from Bois d'Arcy, someone from Sao Paulo or from Montevideo. [Harriet Harrison discussed the Holman situation with David Francis during a break in the Executive Committee meetings, and he did not suggest another candidate from the NFA. M. Pogacic (Belgrade) suggested a candidate from his archive. Ms. Harrison decided not to make any firm decision. After further consultation with Mr. Klaue, she invited Nicole Schmitt to attend our Brussels meetings as a guest expert. In this way, the Commission members will be able to review the contributions she makes during the meetings and then decide how to proceed. In the meantime, Ms. Harrison has written to Roger Holman, asking him to think about whether he truly wishes to resign, and to let us know his final decision by the end of the summer.]

In connection with the discussion concerning Commission membership, Ms. Harrison distributed an updated list of "Persons Chiefly Responsible for Cataloging in FIAF Archives." It was suggested that she add names from the FIAF summer school, ask again for names at the Annual Congress, update the list further, change the acronym "FIAF" in its title to the word "Film," and then send the list to the Secretariat for distribution.

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

1) Rolf Lindfors (Stockholm SFI) reported that his archive's budget has received some sharp cuts. This was not a policy decision, but is rather the result of a drop in Sweden's film-going audience. (The Svenska Filminstitutet receives 10% of all ticket sales receipts.) Since salaries have gone up, the archive has had to cut funding for activities and for the purchase of prints from abroad. They do not plan to cut restoration activities. They are currently in the process of preparing a fiche update for the Swedish film catalog.

2) Márta Luttor (Mafilm) reported that she now holds a part-time position as librarian for Mafilm's art design/set direction library. They have no classification scheme and do not want to use UDC, so she is working to design a special classification system for them.

At the Magyar Filmtézet, there is a new director, whose name is Mr. Marx. Ms. Luttor's successor at the archive is Mr. Varga, a historian, who is planning to reorganize the archive's work, so that it will be functioning again as it had been when she was in charge.

3) Dorothea Gebauer presented the attached report on the work of the Deutsches Institut für Filmkunde (cf. Attachment B).

4) Ani Velchevska presented the attached report on the work of the Bulgarska Nacionalna Filmoteka (cf. Attachment C).

5) Jon Gartenberg reported on the work of the Museum of Modern Art and upon networking activities in the United States. For the activities of MOMA, see Attachment D. For developments concerning the American Film Institute National Center for Film and Video Preservation's database (NAMID), see Attachment E. Mr. Gartenberg also reported on the activities of the Museum Computer Network, which is becoming more international in scope. Its members are concentrating on communication about activities within various archives; meetings highlight presentations of case studies, and their newsletter is seeking to promote the submission of more articles about specific projects in particular institutions. Finally, Mr. Gartenberg reported on the formation in New York of a regional group, CIAO, which has developed to communicate information on developments in adp technology. Its members meet once a month, and they have demonstrations of computer management systems, as well as product demonstrations from various hardware/software vendors/producers.

6) Günter Schulz reported on the activities of the Staatliches Filmarchiv der D.D.R. They have published the 1983 catalog and the 1984 catalog will be published this year; now they are working on 1985. Checking has been finished for the feature film catalog. The archive now knows what needs to be done in the next 10-20 years, what is missing, and what should be added. Next they will check the non-fiction catalog and prepare a similar plan for the next fifteen years. They have finished a project to define genres. The term list includes about 68-69 terms or groups, more of which are for fiction than for non-fiction. The groupings were designed for internal use.

A project to inventory materials is continuing. For entering data into the system, the archive is planning to use a microcomputer and upload the file into a mainframe. Testing of the new system will take place between June and October of this year. The archive is pushing to improve archive-studio cooperation and has had a certain measure of success in this area.

7) Roger Smither presented a report on the activities of the Imperial War Museum (cf. Attachment F).

8) Harriet Harrison reported on the activities of the Processing Section, M/B/RS, Library of Congress. The reorganization of the staff, geared toward full online automation of the Section's activities, is now complete.

The current organization includes a Section Head, an Assistant Head, seven Catalogers, and three Accessioners. All staff is in place, except for one Cataloger, who will be hired for cataloging sound recordings. By April, all cataloging staff had been trained, and we entered a production mode for online cataloging using the Library's MARC/MUMS system. Our records are available online from terminals throughout the Library of Congress. Once verified, they are also distributed through the sale of MARC tapes and printed cards to users throughout the United States and abroad. Bibliographic utilities, such as OCLC and RLIN, load MARC tapes onto their networks and make the records available online to their subscribers.

Since there are not enough catalogers to catalog all the materials received by the Library, we are concentrating upon specific collections--currently the OMNIBUS television series and the Dawson City/Public Archives of Canada early film collection. Our next step is to automate our inventory-accessions level records using the same system. Once we have finished writing the manuals and trained our accessions staff, we will begin inventorying an important new collection, the extensive (ca. 18,000 titles) NBC television kinescopes, which were given to the Library by NBC last year. Our new chief is concentrating on reducing the receipt of unwanted materials--coming to us primarily through the copyright legal deposit system in the U.S. He has identified particular areas where we want only samples, such as music video, television soap operas, industrial training films, children's limited animation series, etc.

9) In his absence, Roger Holman sent the attached report on the activities of the National Film Archive for inclusion in the minutes (cf. Attachment G).

Item 5: Commission Publications; Book Sales, Publicity, Revised Editions, etc.

Sales of our three 1985 publications are doing moderately well. In the United States, Jon Gartenberg has sold 20 glossaries, 17 computer studies, and 12 bibliographies for a total of \$777.50. More reviews have been published, and Mr. Gartenberg has noted that each new publication of a review brings additional sales. Owing to the decline in value of the U.S. dollar, Brigitte van der Elst is publishing a new FIAF publication list which quotes prices in Belgian francs only. Additional difficulties with mailings of the publications to Mr. Gartenberg in the U.S. have necessitated a transfer of sales efforts back to Brussels.

Progress with work on revised editions is as follows:

a) Glossary. Lists in Czech and Portuguese are nearly ready for review. The Commission decided to concentrate on acquiring lists in Bulgarian, Czech, Dutch, Hungarian, Italian, Portuguese, and Swedish for the first supplement, and upon Arabic, Chinese, Hebrew, Japanese, Hindi, and possibly other Indian languages for the second supplement. The published supplements will contain separate lists and indexes for each language.

b) Computer Study. The Commission does not plan to prepare a revised edition of this publication in the near future. Instead, we will encourage the exchange of information at meetings and through articles in the FIAF Bulletin.

c) Bibliography. Rolf Lindfors has prepared hand-written cards for new bibliographies and other important works not included in the 1985 publication. He will type these onto lists for each country and send the lists to archives in those countries for their corrections and updates. Harriet Harrison will announce this at the Annual Congress and urge archives to review and update their lists, returning them promptly to Mr. Lindfors.

d) FIAF Manual, Cataloging Chapter. Jon Gartenberg and Harriet Harrison have updated the manuscript for the cataloging chapter. The editors of the manual are still awaiting a chapter on preservation from the Preservation Commission before final publication of the manual.

Item 6: Technical Data Project.

Günter Schulz and Hans Karnstädt have completed their work--a draft of which was sent to members in early 1987. Roger Smither has provided English language editing. The authors are awaiting information on television terms from Henning Schou. The final draft should be about 30 - 35 pages in length. We will try to publish the document in English, French, German, and Spanish. Dr. Schulz and Ms. Harrison will arrange publishing details with Ms. van der Elst.

Item 7: Union Catalog.

The Secretariat's microcomputer, using PC CDS ISIS software, is in place. Of the cards which have been returned to the Secretariat, approximately 6000 have been entered onto the database. Ms. Harrison will find out more about the project from Ms. van der Elst during the Annual Congress. [Watch for an article in the FIAF Bulletin concerning Ms. van der Elst's progress with the project.]

Item 8: Genres.

Dorothea Gebauer and Günter Schulz met in Wiesbaden to review the lists which have been received (Czechoslovakia, Hungary, U.S., Great Britain, Yugoslavia, UNESCO). They discussed means for acquiring more lists and methodologies for studying them. The lists and definitions received thus far have more in common than was anticipated, and will provide interesting comparisons. Some archives responded to our requests for genre lists by stating that they had none. Among these are certain archives who have nonetheless cited genre access as one of the main ways people search for materials in their archives. Mr. Smither will review the computer study and provide Dr. Schulz and Ms. Gebauer with the names of archives who cited genres as one of

their main points of access. At the Annual Congress, Ms. Harrison will remind members once again that we are still anxious to receive their genre lists.

Ms. Gebauer and Dr. Schulz would also like to add a segment on the art of film, e.g., film styles and movements, together with definitions. When more lists are received and further comparisons have been made, we can decide whether or not to try to standardize the lists, or simply to publish lists as a collection.

Item 9: Cataloging Brochure.

Roger Smither distributed a revised draft of the text for the brochure, thanking all members who offered comments and suggestions. He explained that Brigitte van der Elst now thinks the draft is a bit too long. The Commission members reviewed the draft and worked to help him shorten it. Mr. Smither will now prepare a final typed draft for submission to the Secretariat.

Dorothea Gebauer suggested "Behind the Screen" as the title for the brochure, and everyone agreed that this was an excellent idea. All members agreed to review their photo collections and send in illustrations which could be used in a photo montage for the front page of the brochure. The idea is to show various cataloging activities emanating from a film still. The deadline for the submission of photographs to Roger Smither is July 31, 1987. We hope to publish the brochure in French, Spanish, German, English, and Russian. Ms. Gebauer and Dr. Schulz will provide the German translation, Ms. Velchevska will provide the Russian translation, and Ms. van der Elst will take care of the other languages. Mr. Smither and Ms. van der Elst will coordinate other publishing details.

Item 10: Early Production Company List and Logos.

The Commission members discussed possibilities for proceeding with this project, defining its scope and its relevance for film identification activities. Dorothea Gebauer will study the methodology problem by working on a list of standardized names and logos for German speaking countries; Günter Schulz will also ask Vladimir Opela to make suggestions concerning a methodology for the project.

Item 11: Cataloging Rules.

Harriet Harrison distributed a 133 page draft of chapters 0 - 7. (Pages 1 - 67 incorporate the suggestions made in Overveen for changes to chapters 0 - 3, and pages 68 - 133 represent the new chapters 4 - 7.) The Commission will attempt to hold a second meeting in Belgium in the fall

to discuss final revisions and corrections. Remaining work includes: the addition of more non-English language examples, a preface, acknowledgements, an index, and appendices (glossary, list of archive codes, ISO date standard, and a set of full examples). Prior to the fall meeting, members will review the draft carefully and try to use the rules to prepare at least one full record for the examples appendix.

Item 12: Other.

Ms. Harrison introduced a discussion of the Commission's involvement with symposia which deal with cataloging issues. The problem first arose when the Australian National Film and Sound Archive proposed its computer symposium without any consultation with the Commission. At that time, we solved the problem on an ad hoc basis and ended by achieving excellent cooperation with the Australians in planning and presenting the symposium. The issue came to the fore again when a letter from two film scholars proposing a symposium on "Research in Archives" was distributed to the Executive Committee in Canberra by Robert Daudelin. The letter includes misinformation about the state-of-the-art of archival film cataloging and proposes to prepare a symposium presenting topics based on this misinformation. The professors further propose that the symposium take place during the Lisbon Annual Congress in 1989. The Commission members agreed that, in principal, any FIAF sponsored symposium which deals with cataloging matters should have input from the Cataloguing Commission. Ms. Harrison will discuss our concerns further with the Executive Committee. [The Executive Committee was receptive to our concerns. The problem is that archives who host annual congresses have always had the right to decide upon and plan symposia on their own. Nonetheless, the Executive Committee has instituted the practice of reviewing all annual congress plans and has prepared a list of guidelines for planning congresses. They agreed to add a guideline suggesting collaboration with Commissions in the preparation of symposia which fall within their areas of expertise. For the 1989 symposium, Ms. Harrison was given permission to write a letter to one of the professors, offering the Commission's cooperation in preparing the symposium. Copies both of the original letter from the professors and of Ms. Harrison's letter to M. Gaudreault are attached (cf. Attachment H). No response yet

Item 13: Next Commission Meetings.

The next regular meeting of the Commission will be in Toulouse prior to the Paris Annual Congress. Jon Gartenberg is working on obtaining an offer from Lisbon for our 1989 meetings. The Commission will probably hold a special meeting in Brussels in October 1987 for the purpose of reviewing the rules draft.