

REPORT OF THE CATALOGUING COMMISSION

TO THE ANNUAL CONGRESS

BERLIN; MAY 17 - 19, 1987

---

The Cataloguing Commission was hosted this year by the Staatliches Filmarchiv der DDR, meeting in Berlin from May 7 - 10, 1987. Those present at the meeting were:

Members:	Harriet Harrison, Chair	Library of Congress (Washington)
	Jon Gartenberg	Museum of Modern Art (New York)
	Dorothea Gebauer	Deutsches Institut für Filmkunde (Wiesbaden)
	Rolf Lindfors	Svenska Filminstitutet/ Cinamateket (Stockholm)
	Günter Schulz	Staatliches Filmarchiv der DDR (Berlin)
	Roger Smither	Imperial War Museum (London)
	Ani Velchevksa	Bulgarska Nacionalna Filmoteka (Sofia)
<u>Guest</u>		
<u>Expert:</u>	Marta Luttor	Mafilm (Budapest)
<u>Observers:</u>	Wolfgang Gogolin	Staatliches Filmarchiv der DDR
	Barbara Schütz	Staatliches Filmarchiv der DDR

Wolfgang Klaue also joined us for the first half day of our meetings.

The Commission's meetings were primarily devoted to the presentation and discussion of reports on progress with our various projects:

I. Revision of current publications.

A. The Glossary of Filmographic Terms.

The Commission has promised to continue work on the Glossary by adding lists of terms in languages additional to the first five (English, French, German, Russian, and Spanish). Last year in Canberra, we requested member archives, whose languages are not yet represented in the Glossary, to create lists for their languages. These lists should be related to the terms in the present Glossary by the use of the numbering systems already provided there. They need not include translations of the definitions for each term, but it would be helpful if the contributing archive would also provide an alphabetical index to the terms. Please consider making this contribution to the work of the Commission by sending your lists to:

Ms. Brigitte van der Elst  
Executive Secretary  
FIAF Secretariat  
Coudenberg 70  
1000 Bruxelles  
BELGIQUE

B. Bibliography of National Filmographies

Mr. Lindfors again requests member archives to review the current Filmography publication and provide corrections and updates for your national filmography lists. He will be reminding you of this task by sending you lists of updated information for your countries. He has compiled these lists, using the excellent documentation library at the Swedish Film Institute. We ask you all please to take some time to review the listings he will send for your current national filmographies, to correct them, to update them as soon as possible, and to return them to him:

Mr. Rolf Lindfors  
Cinematket/Svenska Filminstitutet  
Box 27126  
S-10252 Stockholm  
SWEDEN

## II: Projects Underway.

### A. Guidelines for Technical Data.

This project has been carried out jointly with the Preservation Commission. What started with the simple aim of collecting and comparing technical data sheets from various member archives has now developed into a very practical set of guidelines for organizing and controlling technical information about the condition and preservation of moving image materials held by archives. The final draft of this document has been prepared and is awaiting one final contribution from the Preservation Commission before submission to the Secretariat. The manuscript will contain both examples and recommendations; it is about 30 pages in length and should be ready for distribution to members within the next year.

### B. FIAF Brochure on Cataloguing.

The Commission has prepared the text for a simple brochure which will explain the purpose and function of cataloging activities within film archives. It has been designed for distribution by member archives to interested visitors, to schools of library and information science, and at professional meetings and conferences, etc., and will include a list of Cataloguing Commission publications. There will be a space on the last page for archives to place their own stamps, thereby gaining publicity for themselves - as well as for FIAF. The brochure will be illustrated and is tentatively titled, "Behind the Screen;" it should be ready for use during the next year. We hope that you will all find the brochure both informative and beneficial for your public relations work.

### C. Genre Study

This project, begun two years ago, to collect and compare samples of genre lists used by FIAF archives, has led to some interesting results. Dorothea Gebauer and Günter Schulz have discovered that the various lists they have been receiving are more similar than we would have supposed. They now believe that the results of their study could

lead to a useful written report. They would still like, however, to receive additional lists from our members and observers who have not yet contributed to this project. We note, in the published results of our Computer Study, that many members who have not yet sent in lists have nonetheless listed genre access as one of the most important ways of searching their collections. We assume therefore, that you must have genre lists, and we would very much like to add them to our study. Please send your lists of genre terms (together with definitions, if possible) to either Dorothea Gebauer or Günter Schulz:

Ms. Dorothea Gebauer  
Deutsches Institute für Filmkunde  
Langenbeckstrasse 9  
D-6200 Wiesbaden  
BUNDESREPUBLIK DEUTSCHLAND

Dr. Günter Schulz  
Staatliches Filmarchiv der DDR  
Hausvogteiplatz 3/4  
1080 Berlin  
DEUTSCHE DEMOKRATISCHE REPUBLIK

Ms. Gebauer and Dr. Schulz would also like to study lists of terms for film movements and styles which you may be using. If you have such lists, please send these as well to either Ms. Gebauer or Dr. Schulz.

#### D. International Standard Cataloging Rules.

This project has been ongoing for several years. It began with the recognition of a need for a set of cataloging rules appropriate for film archive work and based upon the general principles outlined in our 1980 manual, Film Cataloging. We also decided to incorporate, insofar as possible, published standard cataloging principles from the international library community and popularly known as ISBD (NBM), or the International Standard Bibliographic Description for Non-Book Materials. Our attempt to integrate archival cataloging principles with library rules has gone through several stages. We now have a complete and fully integrated draft (133 pages) for review by the Commission membership. There yet

remains work on front matter, appendices, and an index. The final step before publication will include a review by the FIAF members and by other international non-governmental organizations (NGOs) from the NGO Round Table, i.e., FIAT, IFLA, and ICA.

### III. Membership.

The Commission has proposed to the Executive Committee the selection of Vladimir Opela of the Czech Film Archive as the newest member of our Commission. He will replace Marta Luttor, who resigned last year following her retirement from the Hungarian Film Archive.

The Commission is indebted to the staff and administration of the Staatliches Filmarchiv der DDR -- particularly to Wolfgang Klaue, Günter Schulz, Wolfgang Gogolin, Barbara Schütz, and Irene Stroetmann -- who did so much to welcome us to Berlin, to provide us with excellent meeting facilities and other meeting costs, and to introduce us to their life and culture during our recent sessions.