

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF
HELD IN BRUSSELS ON OCTOBER 6 - 9, 1987

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

Guest Expert: Ms. Nicole Schmitt

Hosts: Mr. and Mrs. Jean-Pierre and Brigitte van der Elst

Agenda: As previously agreed during our meetings in Berlin (May 1987), the agenda for the Brussels meeting was limited to a discussion and review of the draft "FIAF Cataloging Rules." Additional agenda items could be [and were] added once the rules review was complete, and as time allowed.

Item 1: FIAF Cataloging Rules.

The members reviewed and commented upon the draft rules distributed by Harriet Harrison during the Berlin meetings. Ms. Harrison will now revise the draft, incorporating the comments and corrections which the members presented. We then discussed the need for further review, and decided that all FIAF members should be afforded the opportunity to comment on the draft prior to final publication. In addition, we will send copies to FIAT, IFLA, ICA and any other NGO which might wish to review them.

Work remains on the introduction, the appendices, and an index. The introduction should be based upon the one prepared several years ago by Roger Smither. It should emphasize the relationship of the rules to the ISBD work of IFLA and to their value for computerization/networking efforts. It should also include information concerning mechanisms for rules changes and updates. The appendices will include a glossary, a set of complete examples, the ISO date standard, a list of FIAF archive codes, a list of abbreviations used in the text, a bibliography, and a conversion table for meters=feet=minutes.

Item 2: Glossary Supplements.

Jon Gartenberg has received lists in Bulgarian, Czech, Hungarian, and Portuguese. He still hopes to receive lists in Swedish, Italian, Dutch, and Danish. The supplement will maintain the format of the original volume, but will not include definitions in these additional languages. Mr.

Gartenberg will prepare a new introduction for the supplement which explains its relationship to the original volume. Archives who wish to prepare a separate companion volume, providing both the terms and the definitions in their own languages and incorporating one or more languages/definitions from the original volume, should be encouraged to do so. Ms. Harrison will check with the FIAF Secretariat and Executive Committee concerning permissions. [Ms. van der Elst felt that there would be no problem in securing rights from FIAF for this purpose.] Mr. Gartenberg will meet with Ms. Harrison, Ms. van der Elst, and the designer to discuss formats, deadlines, and other design matters for the supplement. The members agreed with Mr. Gartenberg that a second supplement (to be published at a later date) could emphasize non-European languages, such as Arabic, Chinese, Hindi, Japanese, Pharsee, etc.

Item 3: Technical Guidelines.

Gunter Schulz reported that Henning Schou still has our finalized draft of the "Technical Guidelines," to which he was to add important television/video terms. Ms. Harrison urged Dr. Schulz not to await contributions from Dr. Schou any longer. Dr. Schulz and Mr. Smither (who prepared the final English language draft) will confer with Ms. van der Elst concerning publication of the document.

Item 4: Cataloging Brochure.

Roger Smither reported that he has prepared a final draft of the brochure text, but still needs illustrations. Rolf Lindfors promised to send him the Potemkin stills. Nicole Schmitt volunteered to send in stills showing various cataloging activities. Several members of the Commission also promised to send in stills. Mr. Smither will meet with Ms. Harrison, Ms. van der Elst, and the designer to discuss publishing details.

Item 5: Early Production Companies and Logos.

Vladimir Opela discussed his ideas for the Commission's project to prepare a publication providing names of early production companies, together with short histories and logo illustrations. He explained that two large collections of logos already exist in Czechoslovakia, both of which are in private hands. One has 4000 logos from the '20s until the present, and the other has 300 very old ones. Mr. Opela passed around an example from the logo collections for the members to see. He further suggested that these collections might serve as the basis for a project, with appropriate permissions. The Commission could also recommend to member archives that they begin similar collections.

Item 6: Report on Activities of the Technological Department of the
Ceskoslovensky Filmovy Archiv.

Mr. Opela prepared the attached report for distribution at the meetings, cf. Attachment A.

Item 7: Next Commission Meetings.

Several members of the Commission expressed the wish that our next meetings (to be held in Toulouse) follow rather than precede the 1988 FIAF Annual Congress in Paris. Consequently, we set tentative dates for the meetings: June 6 - 8, 1988. Ms. Harrison will write to Raymond Borde explaining our decision and asking if the dates will be acceptable to his archive.

Item 8: UNESCO ISIS Presentation.

On October 8 - 9, the Commission members met with Carlos Arnaldo, Anne Fenton, Peter Bettenbourg, and Peter Billiard (UNESCO), Ms. van der Elst (FIAF Secretariat), and Roberto Souto Pereira (Cinemateca Brasileira, Sao Paulo). The group demonstrated three databases, all running on MICROISIS software: 1) the UNESCO audiovisual distribution library's database, 2) the FIAF nitrate preservation database, and 3) the Cinemateca Brasileira's cataloging/technical controls database. The discussions were quite lively and forthright. Commission members asked questions and pointed out potential problems for archive users. Mr. Arnaldo suggested that the Commission write a report containing suggestions both for software improvements and for future cooperation between UNESCO and the Commission. Mr. Smither will write the report on behalf of the Commission.