

MINUTES

MEETING OF THE CATALOGUING COMMISSION OF FIAF HELD IN TOULOUSE ON JUNE 6 - 8, 1988

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

Host: Guy-Claude Rochemont

Agenda: The Draft Agenda was revised to add new topics and to schedule topics of special importance to Vladimir Opěla for the second day because he was attending a UNESCO experts meeting in Paris on June 6. A copy of the revised agenda is attached (cf., Attachment A).

Item 1: Minutes.

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

Item 2: Chapter on Cataloging for FIAF Manual.

Jon Gartenberg reported that publication of the FIAF Manual, which has been delayed for several years (in part owing to the departure of John Kuiper from George Eastman House), is now scheduled for late 1988. He requested each member to review the chapter and send him any suggested updates as soon as possible. Mr. Gartenberg will check the publications list for required revisions and add everyone's suggestions before resubmitting the chapter to the editors.

Item 3: Cataloging Brochure.

Roger Smither reported that he sent the text and photos for the brochure to Brigitte van der Elst at the FIAF Secretariat in January. The photos which he sent included: POTESKIN stills and Gosfilmofond cataloging card (Rolf Lindfors), Steenbeck researchers (Roger Smither), computer terminals (Nicole Schmitt), vaults (Günter Schulz), page proofs of several activities (Harriet Harrison). Our intention is to issue the brochure in English, French, German, Portuguese, Russian, and Spanish. Günter Schulz and Dorothea Gebauer will contribute the German translation; Ani Velchevska will provide the Russian translation, and Jon Gartenberg will write to the

following persons requesting additional language translations: Guy-Claude Rochemont (French), Catherine Gautier (Spanish), João da Costa (Portuguese). The deadline for submission of translations to Roger Smither is September 15, 1988.

Commission members next discussed strategies and issues related to publishing. We decided to recommend that the Secretariat send out one copy of the brochure in each of the languages to all members and observers—together with a cover letter which explains the usefulness and purposes of the document and asks how many of each the archives would like to receive. Roger Smither agreed to prepare this cover letter. Commission members agreed to send suggestions to Mr. Smither by September 15 about how many brochures to print in each language.

Commission members felt strongly that Roger Smither should go to Brussels to review the proofs once they are ready and to oversee any last minute publishing details. Our goal is to have the brochure published and distributed prior to the 1989 Annual Congress in Lisboa, if possible by January 1989. Ms. Harrison agreed to write to Ms. van der Elst explaining our plans and requesting that FIAF publication funds be used to cover the expenses of a trip to Brussels for Mr. Smither.

Item 4: Guidelines for Recording Technical Data.

The translations of the technical data guidelines are now complete. Günter Schulz and Hans Karnstädt prepared the original draft in German and translated it into English. Roger Smither revised the English language draft. The French translation was prepared by Frantz Schmitt; the Russian translation was prepared by Ani Velchevska; and the Spanish language draft was prepared by Dolores del Vesa. Dr. Schulz and Mr. Karnstädt would like to publish the technical terms in columns across the page in the same way as the Glossary was done. Acknowledgements will appear in English only. Remaining work includes the preparation of a polyglot index, and the compilation of information about categories. The Commission agreed that it would be best for one of the authors to go to Brussels to oversee publishing details. The members suggested black and white for the cover of the text. The number of copies to be printed should be more than that for the Computer Study but less than for the Glossary. Our anticipated market includes interpreters, film archives, television archives, and audiovisual archives in general. Jon Gartenberg and Harriet Harrison will prepare a one-page publicity review for submission to journals by October 1.

Item 5: Bibliography of National Filmographies (Revised Edition).

Rolf Lindfors reported that he has now sent to the head cataloger in each archive the xeroxed pages of the first edition—together with updates for their countries—which he prepared in his archive. He has requested that each archive review these materials, make corrections, deletions, and additions as

appropriate, and return the revised bibliographies to him by September 1. He has not prepared updates for the United States, as the number of new filmographies is too large. Jon Gartenberg and Harriet Harrison agreed to compile additions and revise the U.S. filmographies list.

Mr. Lindfors requested advice concerning what to do about lists from countries which do not have FIAF affiliations. Dorothea Gebauer suggested that he send lists and updates to the Ministries of Information in those countries, and Mr. Lindfors agreed to do so. Other problems include what to do about multi-national publications, serials, and series. Commission members suggested that he either prepare one multi-national list, as was done for the first edition, or separate lists by regions. The issue of series and serials is more complicated, as some archive lists contain separate entries for each volume in a series, while others do not, and it is often difficult to impose a single standard, especially where separate useful annotations have been prepared for each volume. Ms. Harrison suggested that Mr. Lindfors remain flexible on the issue and not enforce a single standard by providing only one citation for each series--listing beginning and ending dates, if any--especially when this approach would result in the loss of useful data.

Once the revised lists are returned to Stockholm, Mr. Lindfors will prepare the typed manuscript on his new Mackintosh microcomputer, using the Documentation Commission standards for book citations.

The Commission next turned to the discussion of a proposal from Chris Horak (Rochester) to include citations for personal filmographies, as well as citations for individual journal articles containing such filmographies. While the Commission members recognized that Dr. Horak's proposal would be helpful to archive staff members and researchers alike, everyone agreed that implementing the proposal was completely beyond the scope of unpaid Commission work and would require a new "P.I.P."-equivalent staff. Mr. Gartenberg suggested that Michael Moulds could be approached about the possibility of adding notes to journal citations to indicate the presence of filmographies within articles, and/or that he might be asked to prepare a separate category in the P.I.P. annual publications for filmographies. Ms. Harrison agreed to prepare a polite letter to Dr. Horak, thanking him for his suggestion, as well as for his interest in and support of Cataloguing Commission work. She would then explain that such an undertaking -- in order to be useful -- would have to be both comprehensive and up-to-date, and that there is not the means within the unpaid FIAF Commissions to accomplish this. We would therefore suggest that any archives wishing to undertake such a project should feel free to organize it. For example, Dr. Horak might attempt to organize a group to prepare such a bibliography of personal filmographies for the U.S. She will also suggest to him that he could propose to the P.I.P. either to undertake to add a separate category for filmographies or to include notes indicating the presence of filmographies within individual journal citations. Mr. Gartenberg will review Ms. Harrison's draft letter before it is sent to Dr. Horak.

Item 6: Guidelines for Microcomputer Software Evaluation.

Harriet Harrison reported that the Commission's ISIS report, written by Roger Smither, was submitted to UNESCO and to the FIAF Secretariat. Brigitte van der Elst noted during the Executive Committee meetings in Havana that everyone concerned was pleased with the report. Eileen Bowser suggested that a one-page summary of the report be published in the FIAF Bulletin. The summary explained that the full report is available from the Secretariat to any member or observer who requests it. Since no one had seen the summary in the Bulletin, a suggestion to publish a short Commission newsletter arose during the discussion of this issue. Everyone agreed that a Commission newsletter was an excellent idea.

Roger Smither distributed a draft paper he had prepared for evaluating microcomputer software. Several suggestions were made to expand the paper by including bibliographies of available software and a glossary of technical terms. The members decided to issue the publication and not to wait for the delays which such additions would necessarily entail. All members were requested to review the document and to send comments to Roger Smither by the beginning of July, so that he may forward the revised document to Brigitte van der Elst for distribution by the Secretariat. A copy of the paper distributed by Mr. Smither appears in Attachment B.

Item 7: FIAF Cataloging Rules.

Harriet Harrison apologized for not having completed the review draft of the rules, owing to the requirement for changing the word processors used to create the draft. She did, however, complete work on the suggestions and corrections provided during our October meetings in Brussels and began work on the Appendix of Examples, samples of which she distributed to the members. She complimented the examples contributed by Dorothea Gebauer and Günter Schulz and noted that the rules do work to make cataloging data understandable across languages and for exchange of information between archives.

The examples prepared by Ms. Gebauer and Dr. Schulz also illustrated how one line of physical description might effectively be used to describe a pre-print picture and its accompanying sound track. Ms. Harrison suggested that she write a rule option for Chapter 5 which permits this alternative method of description. The Commission members endorsed this recommendation. Throughout the summer and continuing until it is complete, Ms. Harrison will work on the introduction and appendices for the rules, sending the new materials to all Commission members for review as soon as each section is complete. She also requested that Jon Gartenberg and Roger Smither review the post-October '87 draft of the rules chapters. All members are requested to send examples to Ms. Harrison by August 15 for inclusion in the Examples Appendix.

Item 8: Union List of Films from the Nitrate Era.

Harriet Harrison reported that requests for information held in the database are now being received at the Secretariat. Brigitte van der Elst has requested the Commission to consider the possibility of expanding the parameters of the project, since it is now functioning well. Jon Gartenberg and Roger Smither also reported on a request from Peter Konlechner to expand the scope of the project to include all sound-era holdings from every archive and to publish this holdings information.

The members discussed these suggestions and decided not to recommend expansion of either the parameters or scope of the project for two main reasons:

1. Not all work on holdings within the present scope of the project has yet been completed and submitted to the Secretariat. Members should be encouraged to complete this work before expansion of the project's parameters.

2. Those participating in the project did so with the clear understanding that their contributions could only be used for preservation questions and only on a title-by-title basis. The Executive Committee--rather than the Commission--set these restrictions in order to secure a wider participation amongst the general membership. Hence, we cannot recommend publishing or expanding the scope of permissible searching without the consent of each participant, and we do not believe that such consent would be forthcoming. Ms. Harrison will report the Commission's deliberations to the Executive Committee at their upcoming meetings in Montreal.

Item 9: Symposia.

Lisboa. Harriet Harrison distributed a paper containing notes she had made on a meeting she and Jon Gartenberg had held with André Gaudreault, Luis de Pina, and João da Costa in Paris. She explained that the Commission should react to the proposals and make counter proposals which could be mailed to M. Gaudreault in Paris -- in time for him to consider our proposals and prepare a detailed outline for Messrs. de Pina and da Costa by the end of July. The members decided to recommend that The Cataloguing Commission presentations come first, that the title for the symposium be "Behind the Screen" -- the same as that of our cataloging brochure, and that speakers for both G.R.A.F. and the Commission be limited to three persons each with specific time limits. Suggestions for the three topics to be presented by the Commission were discussed, and a tentative list of Commission speakers was then drawn up. Copies of the "notes" paper presented to the Commission and the subsequent letter to André Gaudreault are included in Attachment C.

La Habana. Ms. Harrison reported that all the Commissions have been asked to participate in the 1990 symposium -- proposed for Havana -- entitled, "Film Archiving in Developing Countries." Hector Garcia Mesa has specifically asked our Commissions to prepare concrete proposals for cheap/cost-effective

cataloging in developing countries. The members discussed this proposal and offered the following suggestions:

1. Prepare and distribute sample forms for accessions, cataloging, and recording of technical information.
2. Explain why cataloging can never be inexpensive.
3. Explain how to begin with simple accessions records and to create systems which allow for expansion of the records into more complete and accurate catalog records as time allows.
4. Prepare a videotape to be shown at the symposium.

The following Commission members agreed to form a subcommittee to consider and develop these options, and to prepare a report on the results of their work for next year's meetings: Dorothea Gebauer, Günter Schulz, Vladimir Opěla, Aní Velchevska, Roger Smither, and Jon Gartenberg.

Item 10: Next Commission Meetings.

This year was our first meeting to be held immediately following a FIAF Annual Congress. The Commission now has proposals from Lisbon and Havana which include similar arrangements for Commission meetings. Ms. Harrison explained that both Luis de Pina (Lisbon) and Hector Garcia Mesa (Havana) had originally suggested holding Commission meetings concurrently with Executive Committee meetings, but that both she and Henning Schou (Chairman, Preservation Commission) had strongly objected to this arrangement, citing a requirement for them to attend Executive Committee sessions in order to keep abreast of the wide range and scope of FIAF activities and goals, as well as to assure that Commission work meshed effectively with them. For these reasons, Commission meetings should be held either following the Congress or enough before the Executive Committee meetings to allow time for Commission chairpersons to prepare written reports for both the Executive Committee and the Annual Congress.

Commission members discussed the problems related to various alternatives for scheduling Commission meetings:

1. Commission meetings held in conjunction with Congresses allow Commission members to attend Annual Congresses, but Annual Congresses held in places far away from Europe cause problems for members in obtaining travel funds. These problems are exacerbated if Commission meetings are held in advance of Executive Committee meetings.
2. Commission meetings held immediately following Annual Congresses require better written communication amongst members prior to the Annual Congresses. In particular, Commission members must have formal invitations at

least 3 - 4 months prior to the meetings, and the Chairperson must have reports on work in progress--together with a knowledge of any special requests, so that she can inform the Executive Committee and the Annual Congress, championing the needs and wishes of the members.

The members decided to accept the proposal from Lisbon to hold our next meetings following the Annual Congress there, but possibilities for Havana are less clear. Should an invitation from Poona be received, most members felt they could not accept. Ms. Harrison agreed to present our concerns to the Executive Committee during their next meeting and to explain again how the lack of funds for travel limits progress on Commission work, as well as Commission participation in Annual Congress symposia.

Item 11: Glossary -- Additional Language Volumes.

Jon Gartenberg reported that his work on the first supplement to the Glossary is nearly complete. The general introduction and acknowledgements page will be in English only, but each language will also have its own special introduction. The new head of the Hungarian film archive will provide a Hungarian language introduction. Mr. Gartenberg expressed his desire to dedicate the entire volume to Márta Luttor, and everyone on the Commission heartily endorsed the idea. He then explained his ideas for the English language introduction, which he will send to each Commission member for review. The tentative deadline for return of comments to Mr. Gartenberg is September 15.

The members discussed possibilities for the cover and decided to keep the color and cover design the same as for volume one. Mr. Gartenberg stated that a trip to Brussels to oversee final publishing details for the Glossary supplement was needed, and Ms. Harrison agreed to request it.

Item 12: Genres.

Günter Schulz reported that the genres subcommittee has now received genre lists from Budapest, Prague, and Berlin, as well as the national list from the United States. The subcommittee has decided not to wait any longer to receive more lists, but will meet in September to organize the terms into three groups (international movements, kinds of film, and genres) and to compare definitions. If the definitions are different, they will prepare a draft for publication, noting the differing definitions and providing an indication of which countries use which definitions. If the definitions all turn out to be much the same, they will prepare a detailed proposal on further steps to take for our next Commission meeting. Any Commission member who can do so is kindly requested to send examples of film movements to Dr. Schulz or Ms. Gebauer by September 1.

Item 13: Early Production Company Names and Logos.

Vladimir Opěla reported on progress with the project to collect early production company logos and to document company histories. Mr. Opěla has concentrated his work efforts on collecting the logos from the film materials themselves. He distributed envelopes with copies of logo frames from the films, reporting that it seems much easier to collect the logos than to document their histories. Dorothea Gebauer showed the Commission the results of her work of collecting logos and histories from contemporary documentation — including journals, magazines, and newspapers of the period. Everyone was excited about the work done by these two Commission members.

Mr. Opěla intends to continue work on this project by sending a letter to all archives describing the project and asking for the archives' help, both by contributing to the study of logos themselves and by soliciting the help of film historians and other interested groups who might be encouraged to contribute to this work. Since the scope of the project is very large, his idea is to publish it in looseleaf form. In this way, pages can be continually added to the work in an organized fashion, and archives can benefit more quickly from the work which has already been accomplished. Commission members reviewed the draft letter (cf. Attachment D) and made suggestions for adding examples which could both illustrate what information is wanted and provide a desired format for contributors.

To help publicize the project, Mr. Opěla has produced a beautiful logos film, animated by the famous Czech animator, Bretislav Poyar. The film was shown to the Congress in Paris, but not all Commission members had had the opportunity to see it. Our Toulouse hosts generously offered to show the film on their editing table. Everyone was delighted with the film.

Item 14: Commission Membership.

Harriet Harrison reported on her efforts to find a replacement for Roger Holman, who resigned from the Commission last year. In line with the Executive Committee's goals of expanding the Federation, Ms. Harrison would like, if possible, to find a non-European. Because the Commission has no one who speaks a romance language as his/her native tongue, she believes it would also be good to find someone with this qualification. Everyone was also mindful of the fact that the Commission needs, above all, someone who will work hard and who will fit in well with our family spirit of cooperation.

Following last year's meetings and the ISIS Workshop in Brussels, the members decided to try asking for Roberto Pereira. Ms. Harrison pursued this issue with the head of the São Paulo archive, Maria Rita Galvao, in Havana and again in Paris. Ms. Galvao is ready and willing to have a Cineteca Brasileira staff person on our Commission but will have some difficulties in providing traveling costs. In Paris, she reported that Mr. Pereira has left her archive for a much better paying position in the computer field, but that she has another person, the head of her cataloging department, Carlos Roberto

de Souza, who is hard-working and friendly, and whom she could recommend to us as a possible future Commission member. The Commission members approved Ms. Harrison's suggestion to invite Mr. de Souza to attend next year's meetings in Lisboa as a guest expert.

Item 15: Reports.

A. Executive Committee and Annual Congress. Harriet Harrison reported that she had submitted a formal letter of request to the Executive Committee, asking for a renewal of all Cataloguing Commission members to an additional two-year term. She had thought that the Executive Committee might excuse her while they held a discussion of this matter. Instead, she and all the members were approved without any controversy or lengthy discussions. Our Commission seems to be viewed as the least expensive and--at the same time--the most productive Commission. As a result, we seem to be rather popular with FIAF's management.

Other news from the Executive Committee is that they have decided to set up a temporary Membership Commission to study issues and problems relating to the acceptance of new members into the Federation. Annual Congress meetings are now scheduled no more than three years in advance. The upcoming schedule is: Lisboa 1989, La Habana 1990, and Poona 1991. P.K. Nair reported that the offer from Poona is still somewhat tentative, as he needs a formal approval from a government body which will meet to discuss this issue in the autumn. FIAF's next big celebration will be in 1995, when we can fete the 100th anniversary of the invention of cinema.

Commission members suggested that Ms. Harrison discuss possibilities for better coordination between Commission projects and the individual archive projects reported each year to the General Assembly under the agenda topic: "Projects Underway." They noted that some overlap exists between these two sets of projects, which causes confusion in the minds of the members (as was demonstrated in the General Assembly in Paris). We need to develop better methods of controlling this in order to avoid duplication of effort and conflict of interest in future. One possible method of coordination is to place both the Commission reports and the discussion of "projects underway" within the same General Assembly session. Ms. Harrison promised to discuss this problem with the Executive Committee.

Regarding FIAF relations with UNESCO, Wolfgang Klaue reported to the Executive Committee that a "shake-up" is currently underway within UNESCO and that FIAF-UNESCO relations may be taken away from UNESCO's communications branch to be placed (along with other archives) under the libraries and archives area. This could constitute a severe disadvantage for FIAF, as we would then have to compete with both general and specialized archives for monies to fund special projects and training missions. In any case, nothing is yet certain, and Mr. Klaue will keep FIAF apprised of developments in this area.

Roger Smither reported that UNESCO sent him as the FIAF representative on a mission to the Arabian Gulf. The two other members of the mission included a representative from FIAT and a UNESCO representative. The aim of the mission was ostensibly to provide information on the proper storage and control of audiovisual media in archives, but the people they visited seemed to be more interested in receiving concrete recommendations for buying computer systems with which to control their governments' generalized information needs.

B. Activities of Other International Organizations. Harriet Harrison reported that IFTC has withdrawn from the IFLA, ICA, IASA, FIAT, FIAF Round-table Discussion Group. She also noted that a U.S. group of MARC Visual Materials Format users had met in Washington in March to develop a "Compendium of MARC VM Practices" manual. Jon Gartenberg reported on progress with the NAMID (National Moving Image Database) in the United States, and Ms. Harrison distributed copies of the U.S. national standard genre list which has finally been published. Mr. Gartenberg also reported on MCN/CIAO, which is developing more communication and interaction between vendors and users of computer software. Roger Smither reported that the film archives in Britain are beginning to organize themselves into a formally structured group.

Item 16: Exchange of Information about Cataloging Activities in Our Countries and at Our Archives.

The Commission members distributed their archive reports and made short presentations on activities in their archives. These reports appear in Attachment E. Several members felt that we should try to standardize our reports a bit more, including information about acquisitions, computerization, special cataloging projects, and any problems we are experiencing. Everyone agreed that this would be a good idea.

Item 17: Other.

Jon Gartenberg noted that the FIAF Golden Book contains a short article on the Cataloguing Commission and a photo which he took last year in Berlin, contributing it to the publication at Harriet Harrison's request. He also noted that the publication about the 1985 Slapstick Symposium in New York has now been issued.

Harriet Harrison passed around a copy of the Cinemateca Portuguesa's Catalogo de Longas Metragens (Lisboa: Cinemateca Portuguesa, 1988) which was presented to the Commission by the archive's director, Luis de Pina.

This year is FIAF's 50th anniversary and the 20th anniversary of the Cataloguing Commission. It is also the very first year a Commission member has ever produced a film for FIAF, and now we have not only one, but two: the FIAF HOME MOVIES, edited and compiled by Dorothea Gebauer, and the LOGOS PROJECT film, produced by Vladimir Opěla. Our hosts at the Cinémathèque de

FIAF CATALOGUING COMMISSION MINUTES, 1988

p. 11

Toulouse arranged for the members to see them both during the course of our meetings, for which we are very grateful. Special kudos to both Ms. Gebauer and Mr. Opela! And another first for the Cataloguing Commission! Perhaps this will be the start of a new trend in Commission work.

ATTACHMENT A

A G E N D A

MEETING OF THE FIAF CATALOGUING COMMISSION

TOULOUSE, JUNE 6 - 8, 1988

- I. Approval of Minutes of Last Meeting
- II. Chapter on Cataloging for FIAF Manual
- III. Cataloging Brochure
- IV. Guidelines for Recording Technical Data
- V. Bibliography of National Filmographies (Revised Edition)
- VI. Guidelines for Microcomputer Software Evaluation
- VII. FIAF Cataloging Rules
- VIII. Union List of Films from the Nitrate Era
- IX. Symposia
 - A. Lisboa
 - B. La Habana
- X. Next Commission Meetings
- XI. Glossary — Additional Language Volumes
- XII. Genres
- XIII. Early Production Company Names and Logos
- XIV. Commission Membership
- XV. Reports
 - A. Executive Committee and Annual Congress
 - B. Activities of Other International Organizations
- XVI. Exchange of Information about Cataloging Activities in Our Countries and at our Archives.
- XVII. Other