

REPORT OF THE CATALOGUING COMMISSION

TO FIAF'S 50TH ANNUAL CONGRESS

PARIS, JUNE 1, 1988

The Cataloguing Commission met from October 6 - 9, 1987 in Brussels at the home of our Executive Secretary, Brigitte van der Elst.

Those present at the meetings 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/ Cinemateket (Stockholm)
	Vladimir Opěla	Ceskoslovensky Filmovy Ustav (Prague)
	Günter Schulz	Staatliches Filmarchiv der DDR (Berlin)
	Roger Smither	Imperial War Museum (London)
	Ani Velchevska	Bulgarska Nacionalna Filmoteka (Sofia)
Guest		
Expert:	Nicole Schmitt	Archives du Film (Bois d'Arcy)

The Commission's meetings were primarily devoted to the review of our draft cataloging rules and to the presentation of progress reports on our various other projects:

1. 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

Cataloguing Commission Report, p. 2.

archival cataloging principles with library rules has gone through several stages. At our meeting in Brussels, we completed the Commission's review of the draft. Harriet Harrison is currently working to revise the draft and to prepare front matter and appendices. Once completed, the full document will be sent to all member and observer archives, as well as to other interested non-governmental organizations (FIAT, IFLA, IASA, and ICA). At that time we will be asking for your comments and suggestions. Once we have reviewed your suggestions, we will prepare a camera-ready document for publication by the Secretariat.

2. Glossary Supplements.

Work on the first Glossary supplement is nearly complete. The compiler, Jon Gartenberg, now has lists in Bulgarian, Czech, Hungarian, Italian, and Portuguese. These lists will be published in a separate volume and correlated with the terms in the present Glossary by using the same numbering system already provided there. The supplement will contain alphabetical indexes to the terms provided for each language, and users may find definitions for the terms by referring to the definitions provided in one of the five languages of the first volume (English, French, German, Russian, and Spanish). The Commission is now seeking term lists for additional supplements from archives whose languages are not yet represented in the Glossary. Please consider making this contribution to the work of the Commission by compiling and sending your lists to:

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

or directly to:

Mr. Jon Gartenberg
The Department of Film
The Museum of Modern Art
11 West 53rd Street
New York, New York 10019
USA

3. 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

Cataloguing Commission Report, p. 3.

very practical set of guidelines for organizing and controlling technical information about the condition and preservation of moving image materials held by archives. The text is about 30 pages in length and contains both examples and recommendations. It is currently being translated, and will be published in English, French, German, and Spanish.

4. FIAF Brochure on Cataloguing.

The Commission has prepared a simple brochure which will explain the purpose and function of cataloguing 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. It will include a list of Cataloguing Commission publications, and 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, entitled "Behind the Screen," is illustrated and should be ready for distribution during the next year. We hope that you will all find the brochure both informative and beneficial for your public relations work.

5. Bibliography of National Filmographies.

The Commission would like to publish a revised edition of our Filmography publication. The new edition would include corrections and updates of your national filmography lists. We ask you all please to take some time to review your national lists as they now appear in the Filmography, to correct and update them, and to send them as soon as possible to:

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

6. Genre Study.

This project, begun three 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 would still like 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

Cataloguing Commission Report, p. 4.

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 Institut 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.

7. ISIS Workshop.

On October 8 - 9, 1987, the Commission members met with Carlos Arnaldo, Anne Fenton, Peter Bettenbourg, and Peter Billiard (UNESCO), Brigitte van der Elst (FIAF Secretariat), and Roberto Souto Pereira (São 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, and dealt with a range of issues related to the information needs of film archives. Mr. Arnaldo suggested that the Commission write a report containing suggestions both for software improvements and for future cooperation between UNESCO and the Commission. The report was written by Roger Smither on behalf of the Commission and is available upon request from the Secretariat. A summary of the report was also published in the FIAF Bulletin.

Our next Commission meetings will be held immediately following this Congress in Toulouse. Our hosts will be the staff and colleagues at the Cinémathèque de Toulouse.