

## MINUTES

### MEETING OF THE CATALOGUING COMMISSION OF FIAF HELD IN HAVANA ON APRIL 25 - 27, 1990

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- Participants: Ms. Harriet Harrison, Mr. Jon Gartenberg, Mr. Rolf Lindfors, Mr. Vladimir Opéla, Dr. Günter Schulz, Mr. Carlos Roberto de Souza
- Absent: Mr. Roger Smither, Ms. Ani Velchevska
- Guests: Mr. Guy-Claude Rochemont and Ms. Brigitte van der Elst joined us for some of our sessions. On one afternoon, we also met with the cataloging staff of the Cinemateca de Cuba to view their catalogs and to discuss common problems.
- Agenda: The Draft Agenda was revised to add new topics and to reschedule other topics which were of particular concern to Ms. van der Elst and Mr. Rochemont. A copy of the revised agenda is attached (cf. Attachment A).

#### Item 1: Minutes.

Harriet Harrison explained that, owing to the press of work on the FIAF Cataloging Rules, she had not yet found time to prepare the minutes of our 1989 meetings in Lisbon. She promised to prepare them this year, following completion of the Havana minutes.

#### Item 2: Reports.

A. Executive Committee and Annual Congress. Harriet Harrison reported that the Executive Committee had voted to institute a six year term of office for Commission members and to limit the size of each Commission to a maximum of seven persons. This proposal will be presented to the membership for a vote at next year's Annual Congress in Athens. The Executive Committee also asked each Commission to prepare a special 1/2-day workshop for the Athens Annual Congress.

B. FIAF - IASA Relations. Ms. Harrison reported that Eva Orbanz had given her a letter from the International Association of Sound Archives which stated that IASA had decided to expand the context of its membership to include audiovisual organizations. The letter expressed an interest in developing more direct cooperation between the specialized commissions of FIAF and IASA. Ms. Orbanz asked our Commission to consider this possibility and to report our deliberations to the next Executive Committee meeting. (A copy of the letter from IASA appears in Attachment B.)

C. ISIS Network. Carlos Roberto de Souza reported on a joint project of ISIS users in Latin America concerning the exchange of filmographic data. Participants include archives in Argentina, Brazil, Columbia and Mexico. A meeting of the coordinator group will be organized during the coming year.

D. Museum Computer Network and NAMID. Jon Gartenberg reported on progress of the Museum Computer Network and of the National Moving Image Database. During the past year, the NAMID staff has been working to create a special preservation database of Warner Brothers films and has sent out a manual for online searches of the AFI Catalog records. Since the Standards Committee meetings in late March, serious personnel problems caused the firing of NAMID Director, Michael Friend and the resignation of his assistant, Mary Carbine. Both positions will be difficult to fill.

Item 3: Next Commission Meetings.

The Commission decided to invite Dorothea Gebauer as guest expert to our next Commission meetings. Brigitte van der Elst suggested that the Commission not try to meet in Athens next year. The Commission members decided to pursue other alternatives in the following order of preference: 1) Karlovy-Vary (Prague), 2) Bruges, 3) Stockholm, and 4) Munich. Tentative dates were April 9-11 or April 8-10, 1991. [In August, Brigitte presented a further alternative: The Annual Congress excursion will be held on the last day of the sessions and will consist of a trip to some nearby Aegean islands. The Commission could stay at a small hotel on one of these islands and have our meetings there. I'll write to each one of you as soon as our plans are definite.]

Item 4: Athens Workshop.

The Commission members discussed the Executive Committee's proposal for a 1/2-day workshop to be held in conjunction with the Annual Congress in Athens. We decided to base our format for the workshop on that of an Annual Congress "open forum" session. The following topics were proposed as possibilities for the discussions:

1. networking
2. the role and work of the Commission
3. approaches to cataloging -- cataloging the item (library approach), cataloging the collection (paper archivists' approach), cataloging the work (film archive approach)
4. subject access
5. copyright issues, legal deposit
6. practical limits to film cataloging/related research documents
7. usefulness of Commission publications within an archive, what additional publications would archives like the Commission to prepare
8. why ISBD was incorporated into the FIAF rules

[In August, Brigitte asked me to prepare a more formalized plan for the workshop and to submit it as soon as possible. Working over the phone and by FAX with Rolf, Jon, and Roger, I prepared a draft proposal (cf. Attachment C).

Item 5: Cooperation with IASA.

The Commission members discussed the letter provided by Eva Orbanz and agreed that the Cataloguing Commission would be happy to cooperate more closely with the Cataloguing Commission of IASA. Once we are informed of the name of the Head of IASA's Cataloguing Commission, we will send him/her a list of our projects. If we are asked us to attend any joint meetings, we would need financial support from FIAF.

Item 6: Havana Symposium Evaluation/Publication.

Several Commission members commented that all the presentations were well received, except that some felt the paper on MICROISIS by Professor Newton was entirely too long. Harriet Harrison explained that it seemed to be very important to the Cinemateca de Cuba to allow Mr. Newton all the time he wished. Also the Filmoteca de la UNAM had asked at the last moment for time to make a MICROISIS users presentation. Finally, the solution was to shorten the Commission member presentations. Carlos Roberto de Souza reported that Teresita Toledo of the Cinemateca de Cuba needs all the papers of the symposium in order to translate them to Spanish or English in preparation for FIAF's publication of the proceedings of the Havana Technical Symposium. She would like the speakers to review their lectures and send her their revised copies as soon as possible.

Item 7: Chapter on Cataloging for the FIAF Manual.

Jon Gartenberg explained how the Commission's chapter for the FIAF Manual was organized. Camera-ready copy has been given to the editor, and our Commission has no more work to do for this project. The publisher will be Garland Publishing.

Item 8: Early Production Company Names and Logos. Vladimir Opela reported that he has completed work on five more Czech examples. He has experienced difficulties in obtaining collaborators. After having asked numerous archives, he has received promises of cooperation only from Paolo Cherchi Usai, Dorothea Gebauer, and Ib Monty. He now believes that it would be better to ask individuals to collaborate, and will try to involve Pordenone participants in this work.

Item 9: Glossary.

Jon Gartenberg reported that he has noticed some errors in the 1989 edition of the Glossary. He requested that members review their contributions and send any corrections to him so that he can forward them to Brigitte van der Elst. She can then prepare and distribute an errata sheet for the edition. He also reported that work on the next volume of the Glossary is in progress, but could not be ready before at least the end of the year. Ms. van der Elst reported that the Secretariat still has approximately 500 copies remaining of the 1989 edition, and that it would be good to wait until more copies have been sold, before publishing a new revised volume. She also noted that K.G. Saur might be interested in helping FIAF to sell the remaining copies of the Glossary, and would probably also want to publish the new volume. Mr. Gartenberg will contact Saur to discuss publishing possibilities and the candidate languages to be included in the new volume.

Item 10: Guidelines for Recording Technical Data.

Günter Schulz reported that he had received additional technical terms in November. He has spoken with K.G. Saur representative, Manfred Link, here in Havana. Saur will send Dr. Schulz the computer software for preparing the manuscript, and then will review and publish Dr. Schulz's completed manuscript. The text will be in five languages. [Günter reported in August that the title for our new publication will be: Terms and Methods for Technical Archiving of Audiovisual Materials.]

Item 11: Union List of Films from the Nitrate Era.

Brigitte van der Elst reported a problem that she had recently experienced with the database. Owing to inadequate RAM memory, the Secretariat has experienced a problem in losing the first records which were entered into the file. A specialist from Unesco came to investigate the problem, enhanced the system, and now everything is working well again. She also reported that she had sent letters to all new members and observers explaining the project and asking if they are interested in participating. Ms. van der Elst would also like to send reminder letters to all continuing members and observers concerning opportunities for participation. The Commission promised to help her with this project.

Item 12: Cataloging Brochure.

The project to create a brochure on cataloging in film archives, which had been tabled owing to a lack of funds, will be reinstated. The layout and photographs are ready, and Jon Gartenberg volunteered to prepare a more simplified and popularly written text for the brochure. The new concept

for the brochure is to acquaint archive managers, students and others not familiar with cataloging work of the complex and central role our work plays in the success of an archive. We hope to have the new brochure ready next year.

Item 13: FIAF Cataloging Rules.

Harriet Harrison reported that she had given the final manuscript of the Rules to K.G. Saur representative, Manfred Link. Mr. Link agreed to publish it without requiring reformatting to change all margins as previously requested. The tentative publication date for the rules is July 1990. [As of this writing, 1990-08-29, the text has not appeared.] Ms. Harrison also reported that FIAF Commission Presidents will serve on an editorial board of advisors for Saur.

Item 14: Developing a FIAF Computer Format.

Harriet Harrison reported on a suggestion which she had discussed with Executive Committee member, Wolfgang Klaue, for a new Commission project to prepare a standard FIAF Computer Format. Together with the new FIAF Cataloging Rules, the FIAF computer format could serve as the basis for developing FIAF member networks in support of shared cataloging and preservation functions. Carlos Roberto de Souza reported that the Archivo Nacional de la Imagen--Sodre wishes to prepare a symposium on networking for the 1992 Annual Congress in Montevideo. Uruguay is receiving a grant of \$100,000 from ISIS for the development of a regional network for filmographic data. Mr. de Souza volunteered to begin investigatory work on the computer format project by studying existing standards, such as CCF and MARC.

Item 15: Bibliography of National Filmographies (Revised Edition).

Rolf Lindfors reported that he still needs to receive updates from several countries, including the United States. He has solved several of the problems discussed earlier relating to standardization of the citations; for example, he has decided to condense records for annual publications--previously listed separately--into one record. The revised drafts, prepared on the Mackintosh, look good and are in camera-ready form. At Mr. Lindfors request, Harriet Harrison agreed to review and revise the introduction for the new edition. Mr. Lindfors will speak with K.G. Saur representative, Manfred Link, concerning publication issues.

