

Report on the Activities of the
CATALOGUING COMMISSION, April - November 1990
—
for the
Executive Committee Meeting
Bologna, November 1990

1. Athens Workshop.

The Commission has prepared a draft for the Athens Cataloging Workshop and submitted it to the Secretariat in Brussels. I also prepared an article about the workshop for the FIAF Bulletin. A copy of the draft appears in Attachment A. If this plan does not match the ideas the members of the Executive Committee had in mind for the workshop, please let me know, and we can prepare changes in time for the Congress.

2. IASA Cooperation.

The Commission members discussed the IASA letter concerning inter-Commission cooperation provided by Eva Orbanz and agreed that the Cataloguing Commission would be happy to cooperate more closely with the Cataloguing Commission of IASA. I have also discussed the letter with the new President of IASA, Gerald Gibson, and provided him with a list of our projects. Mr. Gibson will discuss possibilities for cooperation with his Cataloguing Commission and let us know the results. I explained to Mr. Gibson that financial support from IASA and/or FIAF would be needed if any joint meetings are to be planned. Neither he nor I feel that joint meetings will be proposed in the near future.

3. Developing a FIAF Computer Format.

The Commission has started work on this new project, suggested by Wolfgang Klaue in Havana. Carlos Roberto de Souza is chairing the project, aided by Roger Smither and myself. We are beginning by collecting various international bibliographic format standards, such as CCF and UNIMARC, in order to see whether they can serve as initial starting points for our format.

4. Revision of Film Cataloging.

The Commission responded favorably to Brigitte van der Elst's suggestion for a project to revise our 1980 manual, Film Cataloging. Although much of the advice contained in this manual remains quite useful, the chapter on automation, as well as some of the appendices, will have to be entirely revised or updated. While the Secretariat investigates possible legal complications with publishing the revised edition, Jon Gartenberg is reviewing the manual in order to prepare a list of the various tasks which would be required in order to bring the manual up-to-date.

5. FIAF Cataloguing Rules.

Upon my return from Havana, I received an urgent message from Manfred Link (K.G. Saur), stating that he had lost the camera-ready manuscript I had given him while there. I sent him a xerox copy and, over the recent months, have responded to various requests for publicity articles, etc. Following negotiations, the new title for the publication is: FIAF Cataloguing Rules for Film Archives. Link is now promising publication in early 1991.

6. Guidelines for Recording Technical Data.

Manfred Link has sent computer software for preparing the camera-ready manuscript to Gunter Schulz. The newly negotiated title for this publication is: Terms and Methods for Technical Archiving of Audiovisual Materials.

7. Other News.

Roger Smither has recently been appointed Head of the Department of Film at the Imperial War Museum.

In July, I presented a week-long series of lectures on cataloging for the staff of the Filmoteca de la UNAM in Mexico City. I also presented a single lecture on cataloging and participated in panel discussions with FIAF colleagues--Michelle Aubert, Robert Gitt, Clyde Jeavons, and Wolfgang Klaue--for our new observer, the National Film Archive of the National Museum of Modern Art in Tokyo.

ATTACHMENT A

CATALOGUING COMMISSION WORKSHOP - ATHENS, 1991

DRAFT

TITLE:

Managing Cataloging Activities: Aspects, Problems, Methods

STATEMENT OF PURPOSE:

This workshop will present an overview of the activities involved in managing successful cataloging programs within film archives. It will focus on the role of cataloging—its purposes, aims and goals; analysis of user needs; establishing methodologies and systems; staffing issues; achieving consistency through the use of standards and cost saving through shared cataloging activities. It will address such practical problems as organization and location of materials, cataloging research, levels of cataloging, choosing software/hardware configurations, standards and the creation and maintenance of manuals which document policies and procedures.

Participants will be invited to share their experiences and to bring questions for discussion. The workshop will be shaped by the concerns of the participants and will strive to aid them in the development of efficiently functioning cataloging programs.

AGENDA:

1- Introduction of participants, their collections and needs, to commence with workshop leaders.

2- Brief presentations (10 minutes or less) by workshop leaders.

a) Jon Gartenberg - overview of cataloging tasks; defining aims and goals; staffing; organizational issues.

b) Rolf Lindfors - cataloging research: existing documentation - national filmographies and other sources; problems.

c) Harriet Harrison - the development of consistent policies and methods; existing standards and their application; documenting policies and procedures; sharing cataloging resources.

d) Roger Smither or Carlos Roberto de Souza - systems analysis; factors affecting decisions about hardware/software configurations; the use of standardized formats.

3- Open discussion.