

REPORT OF THE CATALOGUING COMMISSION
TO THE FIAF EXECUTIVE COMMITTEE
JERUSALEM, NOVEMBER 27 - 30, 1991

The FIAF Cataloguing Commission met in Lausanne, November 23-25, 1991. Those present at the meeting were:

	Harriet Harrison, Chair
	Rolf Lindfors
	Vladimir Opela
	Gunter Schulz
	Roger Smither
	Carlos Roberto de Souza
	Ani Velchevska
Guest Expert:	Dorothea Gebauer

On the first day of the meetings the members visited the new vault/office building of the Cinematheque Suisse and met with staff members. We discussed our progress with various ongoing projects, and made suggestions for new projects. Many of the ideas for new projects arose from the Cataloging Workshop in Athens, which proved quite valuable to us in assessing the cataloging concerns and needs of FIAF archives.

I. Projects

A. Technical Guidelines. This project--to provide advice to archives for organizing and describing technical conditions and problems necessary for preservation activities--is now complete. Commission member, Gunter Schulz, reported that he had sent a floppy disc of the manuscript to our publisher, K.G. Saur, in the spring. Unfortunately, this copy was lost, and Dr. Schulz has now sent them a second copy of the disc. He reports that Saur now plans to issue the publication in early 1992.

B. Bibliography of National Filmographies. Commission member, Rolf Lindfors, has completed his research and entered all the updated lists of national filmographies onto his microcomputer. His next step, which he plans to complete in January, is to send the national lists to appropriate member archives for review and correction. He hopes to receive answers and to prepare the final manuscript for submission to the publisher by early summer.

C. Early Production Company Names and Logos. Commission member, Vladimir Opela, reported that he has completed work on Czech companies and logos, but has not yet received any contributions from other archives. He therefore plans to publish this portion of the project through the Cezskoslovensky Filmovy Archiv. Mr. Opela also mentioned that he has heard about the existence of a collection of logos and company histories in the BFI. Harriet Harrison promised to talk to Mr. Jeavons about this.

D. Genres. Originally, the Commission's idea for this project had been simply to collect lists of genres currently in use within FIAF member archives and to make this collection available for use by members through the FIAF Secretariat. In reviewing and analyzing the lists, Gunter Schulz and former Commission member, Dorothea Gebauer, discovered: (1) that a portion of the lists included terms which could more properly be labeled "form" or "film school" terms, and (2) that the terms which could be labeled "true genre" terms had a much greater uniformity from list to list than we had anticipated. Based on these findings, Dr. Schulz and Ms. Gebauer propose to continue their work by preparing an international glossary of genre terms (excluding form and film school terms) which could serve as a model for archives seeking to follow a single standard.

E. Glossary. Commission member, Jon Gartenberg, who was unable to attend the meetings in person, reported by FAX that he had begun work on additional languages for the glossary. The glossary, now in a second edition, contains equivalent credit terms in twelve languages. Definitions in English, French, German, Russian and Spanish are also included. For the third edition, Mr. Gartenberg had solicited term lists in the Danish, Finnish, Polish, Rumanian, and Croatian languages, but, to date, has only received a Croatian list. Mr. Gartenberg requested the Commission to consider whether or not and, if so, how the project should continue. The Commission decided to recommend that, in order to make the next edition of the glossary more international, we should concentrate on acquiring lists from archives where non-European languages are spoken. We agreed to seek the Executive Committee's approval for this change of plans.

F. Computer Formats. The Commission believes that work to create a common exchange format for FIAF archives is our next most important task, one which follows logically upon and supplements the completion of our rules. Once we have completed work on the format, archives utilizing the rules and the format will be able to copy each other's machine readable cataloging records in a shared cataloging environment. Shared cataloging programs have proved their cost effectiveness by eliminating the need for each archive to catalog separately those works which are held in common.

Commission member, Carlos Roberto de Souza, has begun the work of collecting copies of multinational format standards, such as CCF, UNIMARC, CEPAL, etc. We ask the aid of the Executive Committee in making the importance of this project known to member archives and in enlisting their input and advice as our work progresses.

G. Revisions to the Rules. As a result of questions discussed at our Commission workshop in Athens, the Commission has decided to recommend the publication of several short papers which clarify or explain particular portions of the FIAF Cataloguing Rules. Topics could include: essential data elements for accessions or minimal level records; capitalization, transliteration, and the use of diacritics; refined definitions for varying degrees of completeness; the elaboration of alternatives for recording approximate dates, etc. We believe that these short papers should be issued in simple looseleaf format. Archives could then be encouraged to provide their own looseleaf binders. In this way, the authors of the papers could send them directly to all members/observers without requiring help from Secretariat.

H. Selection Criteria. The Commission discussed the possibility of preparing a set of selection criteria for archives who are seeking guidance in deciding which materials to keep in their archives and which could be considered extraneous to their needs. If the Executive Committee would like to have us undertake this task, we recommend that it would best be accomplished as a joint project between the Programming and Cataloguing Commissions. The two Commissions could use the papers delivered on this topic at the 1980 Annual Congress (Karlovy Vary) as a starting point for their work.

I. Rules for Preparing Filmographies. A suggestion has been made that the Cataloguing Commission undertake to create standards for the citing of films within textual documents and for preparing filmographies (as distinct from catalogs). If the Executive Committee agrees with this proposal, the Commission recommends that it be undertaken as a joint project between the Cataloguing and Documentation Commissions.

J. Nitrate Union Catalog. Executive Secretary, Brigitte van der Elst, supplied the Commission with a list of members (cf. Attachment 1) who are still not participating in this useful project, i.e., to create a union catalog of feature film titles from the nitrate era held in archives other than those of the country of origin of the films. Ms. Harrison will prepare letters for archives whose collections are in scope for the project, and who should be encouraged to participate. She will coordinate this work with Ms. van der Elst.

II. Cooperation with IASA.

Jon Gartenberg reported by FAX on a joint international non-governmental organization project to create a glossary of AV archival terms. This project is being spearheaded by IASA under a grant from Unesco. Mr. Gartenberg was invited to attend a glossary planning meeting in Vienna, but could not go, owing to the very short notice he received. He is concerned that the project may be too hurried and lacking in structure. He therefore cautions the Commission and the Executive Committee to be careful about having FIAF's name associated with the work.

Ms. Harrison reported that she has consulted her colleague and current IASA President, Gerald Gibson, about cooperation between Cataloguing Commissions of FIAF and IASA. To date, nothing concrete has resulted from these discussions. We seek the advice of the Executive Committee on both these matters, before taking any further action.

III. Workshop for Montevideo.

Roger Smither prepared a report on the success of the Commission's workshop in Athens (cf. Attachment 2). His experience there has led him to believe that we serve our FIAF colleagues best when we use the "open forum" format and respond directly to member questions, rather than by spending time presenting papers of our own choosing. The Committee would therefore like to set up a sign-up sheet and suggestions/questions box for members at the meetings in Montevideo.

IV. Membership Questions.

This year the Commission has been faced with the departure of three highly valued members: Gunter Schulz (owing to the merger of the Staatliches Filmarchiv with the Bundesarchiv), Ani Velchevska (owing to funding problems at the Bulgarska Nacionalna Filmoteka, and Jon Gartenberg (owing to his resignation from the Museum of Modern Art in order to accept a new position in private industry with Broadway Video, Inc.). In his letter to the Commission, Mr. Gartenberg stated that he would like to remain a member of the Commission. Ms. Harrison agreed to bring this issue to the Executive Committee, along with the issue of her own changed status within the Library of Congress.

The members also discussed strategies and possibilities for filling our vacant positions. There seemed to be two differing philosophies: (1) try to expand representation geographically, or (2) try to expand representation of European languages. All agreed that there was no longer a need to maintain an "East-West" balance. Recognizing that the first official step was to request permission from the Executive Committee and the candidates' respective directors, the following names were suggested:

Georges Botinelli (Lausanne)
 Anne Derges (Harare)
 Michele Lefevre (Montreal)
 Nicola Mazzanti (Bologna)
 Jaime Tello (Mexico-UNAM)
 Olwen Terres (London - NFA)
 Mikiko Tomita (Tokyo)

With the permission of the Executive Committee, the members of the Commission would prefer to invite individuals to attend Commission meetings as guest experts before making any firm commitments or recommendations to the Executive Committee.