

## MINUTES

### MEETING OF THE CATALOGUING COMMISSION OF FIAF

HELD IN SAO PAULO, BRAZIL ON APRIL 28 - 30, 1992

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Participants: Ms. Harriet Harrison, Mr. Rolf Lindfors, Mr. Vladimir Opela, Mr. Roger Smither, Mr. Carlos Roberto de Souza

Guest Experts: Mr. Hisashi Okajima, Mr. Jaime Tello

Agenda: The Draft Agenda was revised to add new topics. A copy of the revised agenda is attached (cf. Attachment A).

#### Item 1: Evaluation/Debriefing re: Montevideo Congress and Cataloguing Workshop.

##### A. Executive Committee and Annual Congress.

Ms. Harrison reported that the Executive Committee approved the Cataloguing Commission's report for the Annual Congress. She explained to the Executive Committee that she planned to distribute the factual report and to present a separate oral report on recent progress in networking and telecommunications. Copies of both reports appear in Attachment B.

Following discussion of the Cataloguing Commission projects listed in the factual report, FIAF President, Robert Daudelin recommended that two of our projects be given top priority: a) the preparation of a computer communications format for moving image materials, and b) the establishment of procedures for updating and elaborating the FIAF Cataloguing Rules through the publication of short papers on specified topics of interest to FIAF members and other FIAF Rule users. Our two proposals for joint Commission projects: a) rules for filmographies (with the Documentation Commission) and b) guidelines for selection policies (with the Programming and Cultural Uses Commission) were also approved. Of the two, the first project concerning the creation of rules for preparing filmographies was considered to be the most timely, as several archives are currently embarking upon filmography projects.

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In a continuing effort to formalize the relationship between the FIAF Commissions and the Executive Committee, Michelle Aubert (Bois d'Arcy) presented a paper entitled "Guidelines for FIAF Commissions" (cf. Attachment C). Heated discussions followed, during which several suggestions for changes were made. One of the suggestions was that the Executive Committee consider reducing the number of Commissions from four to three owing to FIAF budgetary constraints. This proposal was not adopted. Robert Daudelin reminded the Presidents of Commissions that they should prepare papers for consideration by Executive Committee members during the reconfirmation procedures scheduled to take place during the New York Executive Committee meetings in November, 1992.

On the question of expanded membership, the Executive Committee approved the Cataloguing Commission's plan to establish a system of corresponding members, similar to that in place for the Preservation Commission.

### B. Cataloguing Workshop Debriefing.

The Montevideo workshop was attended by 35 participants from 21 countries, predominantly in Latin America. The two most popular topics were computerization and subject indexing, particularly for newsreels and other factual materials. The Commission members agreed that workshops are very useful in developing contacts with FIAF archive staff members interested in issues of cataloguing. A list of workshop participants appears in Attachment D.

Commission discussions centered around identifying any problem areas and suggesting solutions. Prior to the workshop, the Commission had tried two mechanisms for receiving advance questions: 1) by using the FIAF Bulletin to request advance questions/discussion topics, and 2) by placing a suggestion box at the FIAF congress registration desk. Neither of these two mechanisms was successful, i.e., we received no prior questions either through the mail nor in the suggestion box. As a result, too much time was spent with introductions and with trying to find out the concerns of the participants. Another serious problem in Montevideo was the lack of simultaneous English/Spanish translation. The need to wait for translations (which were also not done by a professional translator), impeded understanding and slowed down the spontaneity of the group, affecting discussions in a negative way. Hishashi Okajima (Tokyo) suggested to the Commission members that FIAF be encouraged to recommend to Asian archives that they send to meetings only those representatives who speak and understand either English or French. For any future workshops, the Commission decided to eliminate introductions, to plant questions for the purpose of initiating discussions, and to request appropriate translation services as a condition for holding the workshop.

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Item 2: Other News.

A. IASA.

The International Association of Sound Archives is planning to extend its coverage to audiovisual archives in general. As a part of this plan, IASA received a grant from UNESCO to prepare a glossary of audiovisual terms. Harriet Harrison represented FIAF at the glossary preparation group's January meetings, which were held in Maastricht, the Netherlands.

IASA's President, Gerald Gibson, has also announced that he plans to request funds from UNESCO through the auspices of the NGO Roundtable, for a meeting to prepare for the implementation of a worldwide catalog of audiovisual materials. Participants in the meeting will include representatives both from major audiovisual archives throughout the world and from each of the non-governmental organizations represented at the NGO Roundtable. The immediate purpose of this meeting will be to set cataloguing standards, distribution systems, and automation standards related to the development of the international multi-media database. The Commission members discussed the possibility of our participation, but -- owing to a lack of specific information -- we did not make any decision to recommend participation at this time.

B. NGO Roundtable.

Christian Dimitriu (Lausanne) represented FIAF at this year's NGO Roundtable meetings (March 11-12, 1992; Turin, Italy). Other participants were Catherine Pinion (IFLA), Robert Egeter Van Kuyk (ICA/CAV), Leopold Auer (ICA), Sven Allerstrand (IASA), Helen Harrison (IASA), George Boston (TCC), Joie Springer (UNESCO), Vittorio Sette (FIAT), Stellen Norrlander (FIAT), and Gerald Gibson (IASA). Major topics for discussion included the European Community's media program, the establishment of a regional association of European Community film archives, and the Lumiere program. Mr. Dimitriu's report appears in Attachment E.

C. FIAF Relations with UNESCO.

Christian Dimitriu represented FIAF at this year's Unesco meetings which took place in Paris on February 26, 1992. His report appears in Attachment F.

D. Interactive Computer packages for Secondary Schools.

Roger Smither reported on a trend he has noticed in the U.K. to use archival film footage in the production of educational interactive computer programs to be used for teaching a variety of subjects in secondary schools. One example is the "Battle of the Somme" developed by the Netherhall School in Cambridge, England. This package has used 35 minutes of Imperial War Museum film for the purposes of aiding in the teaching of history. It was developed in cooperation with Oak Solutions, Ltd. and has a projected availability date of May 1992.

Item 3: Projects.

A. The Commission's Contribution to Next Year's Symposium on newsreels (1993; Mo i Rana, Norway).

Wolfgang Klaue has been asked to take charge of next year's newsreel symposium. Roger Smither and Harriet Harrison reported that they had attended a symposium planning meeting in Montevideo which was chaired by Mr. Klaue. The first day of the newsreel symposium will concentrate on a discussion of the newsreel and society, highlighting historical issues. The second day will be devoted to the management of newsreels in archives. Ideas for first day topics include: elements of truth and propaganda in newsreels, reminiscences of newsreel cameramen, a demonstration and discussion of the variety of ways in which newsreels from different countries treat a particular event, how historians can use newsreels in research and in teaching, local newsreels, and newsreels outside the theatre circuit. Ideas for the second day include: conducting a survey of existing newsreel collections worldwide, legal limitations on the use of newsreels, and Commission reports on the ways in which newsreels create special problems for their work.

Examples of the types of topics the Cataloguing Commission might address include: the degree to which issue integrity is important, cataloging newsreel segments and unedited footage, and various methods of providing subject access -- thesauri, key words, classification, and depth of indexing. Roger Smither agreed to be primary organizer of the Cataloguing Commission's contribution to the symposium. One of his ideas is to send copies of an identical film to various archives so all may catalog it according to their own local rules. The resulting catalog records can then be compared and contrasted during one of the symposium sessions. Carlos Roberto de Souza has also done extensive work with newsreel materials and will serve with Mr. Smither as Commission representative. The Commission members agreed that we will need to hold a meeting of the symposium participants shortly before Mo i Rana.

B. Computer Formats.

Carlos Roberto de Souza reported that he has begun the work of collecting and analysing existing computer formats in order to evaluate their usefulness for film archive cataloguing work. The work of collecting formats has proved more difficult than anticipated, but we are making progress. In an effort to introduce archives to the concept and importance of formats, Mr. de Souza prepared a short paper entitled "Formats, Formats, Formats" (cf. Attachment G). Harriet Harrison agreed to approach Paolo Cherchi Usai about having it appear in the FIAF Bulletin. She also promised Mr. de Souza to look for recent information on UNIMARC.

C. Short Papers.

The Commission members discussed the idea of maintaining, updating and expanding our FIAF Cataloguing Rules through the issuing of short papers on topics related to moving image cataloguing in all its aspects. Six papers are now in various stages of completion: "Formats, Formats, Formats" (ready for publication), "Dealing with the Unacceptable: Some Ethical Issues in Cataloging, Documentation, and Programming," "Dates: Which Ones Should We Record, in What Format, and in What Reference Sources Can We Find Them?," "On the Problem of Non-Alphabetic Characters in Film Titles: Transcription vs. Ordering by Computer," "How Complete is Complete: Issues of Damage, Censorship, Editing, and Individual Whim," and "Deciding upon Country of Origin in Cases of Governments in Exile and Multinational Organizations."

The advantage of the short paper methodology is that topics may arise and be addressed in any number of ways, e.g., in FIAF workshops, from correspondence between staff at FIAF archives and Commission members, as questions in the FIAF Bulletin, or from Commission members themselves. Publication/dissemination can occur through direct mailings, through articles in the FIAF Bulletin, or through the development of a special looseleaf cataloguing series, similar to that issued by the Preservation Commission. We also want to encourage the use of the FIAF Bulletin as a forum for discussion, leading toward the development of standards in areas where consensus does not yet exist.

D. Technical Guidelines.

K.G. Saur has at last published Gunter Schulz's and Hans Karnstadt's work on guidelines for organizing and recording technical data in film archives:

Schulz, Gunter and Karnstadt, Hans. Terms and Methods for Technical Archiving of Audio Visual Material. Munich: K.G. Saur, 1992. (Film - Television - Sound Archive Series, no. 4).

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The text is in English with lists of terms in the same five languages as the first edition of the FIAF Glossary: English, French, German, Russian and Spanish. Wolfgang Klaue brought two advance copies with him to Montevideo, one of which he gave to Henning Schou and one to Harriet Harrison. Ms. Harrison passed the book around for the members of the Commission to see. A question was raised as to whether or not we should try to have the text published in additional languages. Ms. Harrison agreed to present this question at the next Executive Committee meeting.

E. Genres.

Former Commission members Gunter Schulz and Dorothea Gebauer would like to continue the genres project by preparing a paper limited to genres for fictional (primarily feature-length) films. The members of the Executive Committee have no objection to this proposal. The Commission members all felt very happy to leave this project in the capable hands of Ms. Gebauer and Dr. Schulz.

F. Rules for Filmographies.

Harriet Harrison reported that she has been in touch with Documentation Commission President, Ron Magliozzi, and Documentation Commission member, Nancy Goldberg, about cooperating with us on this project. Both are quite interested in pursuing a joint effort on it. The Cataloguing Commission members discussed possible ways of implementing the project. The first step would be to differentiate between catalogs and filmographies. All the members agreed on a working definition which describes catalogs as relating to specific collections or groups of collections. In contrast, filmographies normally relate to particular topics or subjects. The next major question to resolve is to what extent rules already prepared for cataloguing are inappropriate for filmographies and in what ways they need to be modified. Additional questions include: standardizing data elements and their sequence, permissible abbreviations, and prescribed punctuation.

Several members felt that it will be important to coordinate Commission efforts with the European Community plan to create a European filmography (cf. Attachment E). The National Film Archive is heavily involved in working on this project, and we would like to obtain the rules they are using. Harriet Harrison will contact Mr. Magliozzi and Ms. Goldberg to lay plans for further actions.

G. Guidelines for Selection Criteria.

Programming and Cultural Uses Commission President, Joao da Costa, has expressed an interest in undertaking this joint project with our Commission. The project was originally the brainchild of Wolfgang Klaue, who suggested that FIAF pay a small sum to Gunter Schulz for the introductory paper he (Dr. Schulz) had agreed in Lausanne to prepare for our Commission. Concerns were voiced by individual Commission members about possible precedents set by paying for work, and about possible political aspects of selection policies, i.e., selection policies can be utilized as forms of censorship. The Commission members generally agreed we can collect and compare existing archival selection policies -- with the caveat that we should avoid endorsing any specific guidelines. Ms. Harrison will be in touch with both Dr. Schulz and Mr. da Costa about these issues.

H. Early Production Companies and Logos.

Vladimir Opela reported that lack of participation by FIAF archives is the major stumbling block to progress on this project. At the NFA (London), Clyde Jeavons has promised the help of his chief cataloger, Olwen Terris, in preparing materials from the NFA's excellent logos collection. If it would be helpful, Mr. Opela said that he also might be able to send his staff member, Veroslav Haba, to London. In any case, Mr. Opela's archive plans to publish his work by next year. Carlos Roberto de Souza, Jaime Tello, and Rolf Lindfors agreed to check out the possibilities for contributions from their archives. Mr. Opela will send them instructions so that they can get started. Harriet Harrison volunteered to contact Dorothea Gebauer in order to see if she still has the documents she had gathered for the project.

I. Bibliography of National Filmographies.

Rolf Lindfors promised to send out his new national filmography lists during the summer so that archives may review and correct them. At his request, Harriet Harrison agreed to remind him of this responsibility.

J. FIAF Glossary of Filmographic Terms.

Before leaving MOMA, Jon Gartenberg had begun working on additional languages for the FIAF Glossary. He had achieved varying stages of progress on the following language terms: Finnish, Norwegian, Greek and Croatian. Some members of the Commission expressed an interest in adding Asian script languages in the Glossary's third edition. Others felt that such additions of languages in non-Roman script would only be useful insofar as problems of transliteration could be solved. This discussion naturally led to a question about

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transliteration standards. All agreed that it would be useful to know which languages are covered by ISO standards and which are not. Hishashi Okajima volunteered to look into the possibility of having a Japanese language list prepared for the Glossary. He also offered to look into the question of transliteration standards.

Item 4: New Projects.

A consensus existed among the Commission members that our current tasks are more than sufficient to keep us all busy, and we decided not to propose any new projects at the present time.

Item 5: Next Commission Meeting.

Vladimir Opela volunteered to host the Commission's 1993 meetings, which will probably take place in September of that year. He would like the meetings to last for about five to six days, rather than our usual three-day sessions. He will try to find a small pension near the archive and would like to take advantage of our stay in Czechoslovakia for the members of his archive staff to meet with the members of the Commission. We will also invite our former members -- Jon Gartenberg, Dorothea Gebauer, Wolfgang Klaue, Gunter Schulz, and Ani Velchevska -- for this meeting.

Item 6: Other.

Corresponding Membership.

The Commission members discussed the desirability of instituting a category of corresponding membership for the Cataloguing Commission. The system would be used as a means of creating closer contact with FIAF archive staff members who are interested in issues related to cataloging moving image materials. Such persons would receive Commission documents and thus learn from the work of the Commission. They would also be asked to contribute to Commission discussions and possibly to work on projects approved for the Commission by FIAF's Executive Committee. Everyone agreed that this could be a good means



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of improving communication. Jaime Tello noted the importance of communication, stating that many colleagues working in archives often feel isolated. The Cataloguing Commission can play an important role for implementing communications between and among archives in differing countries, both on a regional and a broader interarchive basis. Harriet Harrison agreed to prepare and send letters requesting the names of interested staff.

The 1992 meeting of the FIAF Cataloguing Commission was then adjourned. Our thanks especially to Carlos Roberto de Souza and the staff of the Cinemateca Brasileira for their friendship and generous hospitality during our stay in Sao Paulo.

**CATALOGUING COMMISSION MINUTES**

**SAO PAULO 1992**

**LIST OF ATTACHMENTS**

- A. Agenda
- B. Reports for Montevideo Congress
- C. Guidelines for FIAF Commissions (Michelle Aubert)
- D. Participants in the Cataloguing Workshop
- E. 1992 NGO Roundtable Report (Christian Dimitriu)
- F. 1992 UNESCO - FIAF Relations Report (Christian Dimitriu)
- G. Formats, Formats, Formats (Carlos Roberto de Souza)

**ATTACHMENT A**

**A G E N D A**

**Meeting of the FIAF Cataloguing Commission**

**Sao Paulo, April 28 - 30, 1992**

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- 1. Evaluation/Debriefing re: Montevideo Congress and Cataloguing Workshop**
- 2. Other News**
- 3. Projects**
  - a. Commission Contributions to 1993 Newsreel Symposium**
  - b. Computer Formats**
  - c. Short Papers**
  - d. Technical Guidelines**
  - f. Rules for Filmographies**
  - g. Guidelines for Selection Criteria**
  - h. Early Production Companies and Logos**
  - i. Bibliography of National Filmographies**
  - j. Glossary**
- 4. New Projects**
- 5. Next Commission Meeting**
- 6. Other**

ATTACHMENT B

CATALOGUING COMMISSION REPORT

48TH FIAF CONGRESS

MONTEVIDEO, APRIL 22-23, 1992

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This past year has been an especially active one for the members of FIAF's Cataloguing Commission. Last year, at the Annual Congress in Athens, we hosted what we hope will be the first of many cataloging workshops. As a result of questions discussed during the workshop, 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:

- (1) essential data elements for accessions or minimal level records;
- (2) capitalization, transliteration, and the use of diacritics;
- (3) refined definitions for varying degrees of completeness;
- (4) the elaboration of alternatives for recording approximate dates, etc.

Earlier this year, Mr. Smither and I have distributed surveys related to two of these topics. We would appreciate it if you could either drop your completed forms into the Cataloguing Commission suggestion box or hand them to either Mr. Smither or myself. For those who have not received the forms or have not brought them with you, we have some blank forms available for your use.

Here in Montevideo, we plan to host a second workshop devoted entirely to questions selected by our FIAF colleagues. Anyone who is interested in discussing particular problems or topics should drop them in the Cataloguing Commission's suggestion box.

The Commission's newest document, Guidelines for Recording Technical Data, has been promised a publication date prior to this Congress by our publisher, K.G. Saur in Munich. This work is the product of the joint efforts of Cataloguing Commission member, Dr. Gunter Schulz, and Preservation Commission member, Hans Karnstadt. In it, they provide advice to archives for organizing and describing technical information necessary for an effective film preservation program.

Commission member, Rolf Lindfors, reports that he has completed his research and entered all the updated lists of national filmographies onto his microcomputer. As a next step, he plans to send the national lists to appropriate FIAF archives for review and correction. Please watch for your lists and return them as soon as possible to Mr. Lindfors. He hopes to receive your answers in time to prepare the final manuscript for submission to the publisher in early summer.

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Commission member, Vladimir Opela, reports that he has completed work on his study of early Czech film companies and logos. Since he has not yet received any contributions for other countries, he plans to publish his work as a separate publication through the Cezskoslovensky Filmovy Archiv. **But it is not too late to send in your contributions to Mr. Opela, who is most interested and anxious to receive them. If he receives enough information, we can still publish a combined version at a later date.**

Former Commission members, Gunter Schulz and Dorothea Gebauer report that analysis of the genre lists they have received from FIAF archives shows a much greater degree of uniformity than we had originally anticipated. Although no longer on the Commission, they are nonetheless willing to prepare an international glossary of "pure genre" terms, excluding terms relating to form and schools of film. These terms will be able to serve as a model for archives seeking to follow a single standard.

The Commission has just begun a major project to create a common exchange format for FIAF archives. We believe that this work constitutes 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. If anyone has information to share or questions to ask about the project, Mr. de Souza would be most happy to hear from you.

Another ongoing Commission project is the union catalog of sound feature films from the nitrate era. Earlier this year, we have distributed letters to archives reminding you of the advantages to be gained by participating and of the ease with which one may become a participant. The catalog is housed on a microcomputer at the Secretariat utilizing MicroISIS software. Any archive may begin participating in the project at any time simply by submitting data. Instructions are available from the Secretariat. Brigitte van der Elst reports that those archives already participating in the project have found it most helpful in support of their preservation work.

Two projects, newly approved by the Executive committee are to be undertaken jointly with other Commissions: the development of archival selection criteria with the Programming and Cultural Uses Commission; and the development of rules for constructing filmographies with the Documentation Commission. Here in Montevideo, we will be consulting to devise methodologies and allocate assignments for various tasks.