

## CATALOGUING COMMISSION REPORT

### 48TH FIAF CONGRESS

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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.

① 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.

## FIAF CATALOGUING COMMISSION

### LONG-TERM GOALS AND OBJECTIVES

Cataloguing is both an integral and an integrating archival task. Its purpose is to organize, list and describe archival collections in ways which support preservation, acquisition, administration, programming, and service to the archives' clientele. The Cataloguing Commission seeks to support these activities by providing guidance and tools which can facilitate the work of cataloguing staffs, thereby building communication among FIAF archives.

One of the basic ways in which the Cataloguing Commission works to foster communication and cooperation amongst archives is the development of a **common language of cataloguing**. To this end, projects undertaken and/or projected include:

- cataloguing rules (published; requires mechanisms for update)
- guidelines for technical description (published; requires mechanisms for update)
- common terminologies for credit functions (published), genres (in progress), film forms
- computer communications format for film archives (in progress)
- identification of logos and standardization of names for early production companies (in progress)
- intellectual access to collections through the catalog (i.e., subject analysis) (preliminary studies only)
- rules for creating filmographies (preliminary planning stages; jointly with the Documentation Commission)
- guidelines for selection criteria (preliminary planning stages; jointly with the Programming Commission)

Complementary to the Commission's task of creating a common language of cataloguing is the **provision of mechanisms for improved communication**. Examples of activities in support of this goal include:

- the preparation of cataloguing tools such as the Bibliography of National Filmographies
- conducting surveys and studies/recommendations for the use of adp in FIAF archives
- the union catalog/database at the Secretariat in Brussels
- the review of cataloging activities in FIAF archives as reported in the published annual reports
- the establishment of a system of corresponding membership for the Commission
- the issuing of a series of "Cataloguing Commission Occasional papers" either separately or as part of the FIAF Bulletin
- contributions to symposia/conduct of workshops at annual congresses
- the establishment of special interest and/or regional working groups, e.g., software information exchange, European, North and South American cataloguers groups, etc.

Together these goals form a cohesive framework for the elaboration of Commission projects. All are in sync with the overall aims of the Federation to support the preservation of films and the dissemination of film culture, and to foster cooperation amongst archives in support of these goals.