

## Cataloguing Commission

### INTERIM REPORT TO THE FIAF EXECUTIVE COMMITTEE

New York, November 3 - 5 1992

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The Cataloguing Commission met April 28 - May 1, 1992 in Sao Paulo where we were ably hosted by the Cinemateca Brasileira. Present at the meetings were Carlos Roberto de Souza (host), Roger Smither, Rolf Lindfors, Harriet Harrison, Vladimir Opela, Jaime Tello (guest) and Hisashi Okajima (guest). Based on decisions taken both at the Commission meetings and at the previous Montevideo Executive Committee meetings, progress has been made on the following:

#### (1) Computer format.

Commission liaison, Carlos Roberto de Souza, reports that he has now collected and reviewed all relevant international formats. At the end of August, Harriet Harrison mailed out his request for information about data elements used in cataloguing to all FIAF archives. As of mid-October, Mr. de Souza has received responses from New York (MOMA), London (NFA), and Wellington. Our plan for continued work on this project appears in your document entitled "Target Dates for Cataloguing Commission Projects."

#### (2) Mo i Rana Newsreel Symposium.

Roger Smither and Harriet Harrison participated in the newsreel symposium planning meeting chaired by Wolfgang Klaue in Montevideo. For our contribution to the symposium, the Commission has decided to send copies of a single newsreel issue to each of four FIAF archives. We are in the process of choosing these archives based on variations in cataloging methods and willingness to participate. Each archive will catalog the newsreel and make transparencies of the resulting catalog record. During the symposium session, we will screen the newsreel and then give each participating archive ca. ten minutes to show their transparencies and explain their cataloging methods. Following this, the moderator will open the floor to a general discussion. We will pre-prepare questions to be asked in the event of a lull in the proceedings.

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(3) Corresponding Membership.

Following on the experience of the Preservation Commission, the Cataloguing Commission has decided to institute a system of "corresponding membership." We believe that the system will offer possibilities for expanded participation and communication amongst archives with interest and/or experience in cataloguing. The system should also serve as a mechanism for making informed choices concerning nomination to full Commission membership. To date, we have received favorable responses and nominations from twenty-two archives.

(4) Cataloguing Commission Occasional papers.

The Commission has begun a new sort of informal publication, a series titled Cataloguing Commission Occasional Papers. The series will consist of short papers on specific topics which are of concern to catalogers. Topics already suggested include: computer formats, non-alphabetic characters in film titles, problems of describing and recording degrees of completeness/incompleteness, issues of censorship in film cataloging, defining country of origin in difficult cases, and dating films. Of these, we have already distributed the papers on computer formats and treatment of non-alphabetic characters in film titles. We are issuing the papers on letter-size sheets in order that catalogers may keep them together in looseleaf binders. In cases where we believe papers to be of more general interest, we would like also to submit them for consideration by the FIAF Bulletin Editorial Committee.

(5) Guidelines for Selection Criteria.

Dr. Gunter Schulz has prepared a background paper which we will use to introduce discussion about guidelines for selection amongst the members of both the Cataloguing Commission and the Commission for Programming and Access to Collections. Vladimir Opela has volunteered to act as liaison for the Cataloguing Commission on this project.

(6) Genres.

Gunter Schulz and Dorothea Gebauer have agreed to continue their work on genres. They will prepare a draft list of terms for presentation at the Commission's next meetings, which are planned for Sept./Oct. 1993 in Prague.

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(7) Nitrate Union Catalog.

As of October 1992, the Secretariat has 14,796 entries in the catalog. The letters which Harriet Harrison sent last spring have yielded contributions from three new archives: Torino, Helsinki, and Athens.

Ideas for New Projects

- (1) To establish a kind of "Ann Landers" advice column in the FIAF Bulletin for cataloguing questions and answers.
- (2) To conduct a study/survey on intellectual access to collections. The purpose of the study will be to define archive methods, practices, needs, and problems in the area of subject analysis and to serve as a basis for establishing future Commission projects in this area.
- (3) To foster FIAF member interest groups, e.g., members of regional networks, software information exchange, MicroISIS users, etc.

## 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.

## **LIST OF CURRENTLY APPROVED CATALOGUING COMMISSION PROJECTS**

1. Study of computer formats with the aim of creating a communications format for film archives.
2. Interpretations and elaboration of FIAF Cataloguing Rules.
3. Preparation of rules for creating filmographies (to be undertaken jointly with the FIAF Documentation Commission)
4. Preparation of guidelines for selection criteria in moving image archives (to be undertaken jointly with the Commission for Programming and Access to Collections)
5. The creation and maintenance of an international list of film genres.
6. The preparation of national histories of early film production companies and their logos.
7. Updating the Bibliography of National Filmographies.
8. Contributing to the FIAF Union Catalog of Feature Films from the Sound-Nitrate Era.

**TARGET DATES FOR  
CATALOGUING COMMISSION PROJECTS**

## COMPUTER FORMATS PROJECT

Commission liaison: Carlos Roberto de Souza

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<u>Dates</u>	<u>Targets</u>
August 1992	Send out letters to archives requesting information on data elements
Sept. - Dec. 1992	Research existing international formats
January 1993	Send out reminder to archives who have not responded
May 1993	Prepare progress report for Annual Congress
Sept. or Oct. 1993	Initial draft for review by Cataloguing Commission
January 1994	Incorporation of Commission suggestions
February 1994	Submission of draft to FIAF archives
January 1995	Revised draft
Apr. - May 1995	Final review by Commission
December 1995	Submission of manuscript to publisher

**CATALOGUING COMMISSION SESSION FOR**

**THE MO I RANA NEWSREEL SYMPOSIUM**

Commission liaison: Roger Smither

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<u>Dates</u>	<u>Targets</u>
Oct. - Nov. 1992	Choose 3 - 4 archives to participate in session
November 1992	Choose demonstration newsreel, make copies and send to participants
February 28, 1993	Participants return their catalog copy and commentary to Commission
March 1993	Review by Commission liaison and/or chair
April 1993	Preparation of transparencies, final arrangements

## CATALOGUING COMMISSION OCCASIONAL PAPERS

Commission liaison: Harriet Harrison

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<u>Dates</u>	<u>Targets</u>
November 1992	"Dealing with the Unacceptable"
February 1993	dating films
April 1993	incompleteness
June 1993	country of origin problems
September 1993	versions

**Note:** The idea of the Cataloguing Commission Occasional Papers was conceived as a means of providing interpretations and elaborations of the FIAF Cataloguing Rules. Anyone can submit a paper to be included in the series. The Commission will review the papers, edit if necessary, and distribute the papers. Papers may also be included in the FIAF Bulletin, if their editorial board so desires.

## GENRE LIST

**Project: Dorothea Gebauer, Gunter Schulz**

**Commission liaison: Harriet Harrison**

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<u>Dates</u>	<u>Targets</u>
Sept. - Oct. 1993	Submit draft to Commission
February 1994	Revised draft submitted to FIAF membership for review
November 1994	Commission review of member comments
May 1995	Final manuscript ready for publisher

## LOGOS AND PRODUCTION COMPANY NAMES

Commission liaison: Vladimir Opela

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<u>Dates</u>	<u>Targets</u>
January 1993	Direct mailing to corresponding members asking for volunteers  Separate publication of the Czech portion of the project

Note: Additional target dates will depend upon contributions from countries other than Czechoslovakia.

**GUIDELINES FOR SELECTION CRITERIA  
IN MOVING IMAGE ARCHIVES**

**Joint project:**

**Commission for Programming and Access to Collections/Cataloguing Commission**

**Cataloguing Commission liaison: Vladimir Opela**

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<u>Dates</u>	<u>Targets</u>
October 1992	Completion of first working paper by Dr. Gunter Schulz
Nov. - Dec. 1992	Translation into English
Jan. - Aug. 1993	Discussions between Commission liaisons and preparation of a draft
Sept. - Oct. 1993	Submission of draft to both Commissions
Nov. 1993 - Feb. 1994	Review and revision
Mar. 1994	Submission of draft to FIAF membership
Apr. - Nov. 1994	Review of member comments and final revision of guidelines

## **RULES FOR PREPARING FILMOGRAPHIES**

### **Joint project:**

**Documentation Commission/Cataloguing Commission**

**Cataloguing Commission liaison: Harriet Harrison**

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<u>Dates</u>	<u>Targets</u>
May - October 1992	Research, discussion in North American subcommission of Documentation Commission
November 1992	Documentation Commission makes a preliminary recommendation and sends it to the Cataloguing Commission
November 1992 - February 1993	Cataloguing Commission considers the proposal through FAX and mail and makes further recommendations
June 1993	Draft rules submitted to membership for review
November 1993	Deadline for receipt of all comments from membership
March 1994	Final draft ready for distribution

**CATALOGUING COMMISSION VOLUNTEERS**

**arranged by project**

## **# 1 Computer format**

Carlos Roberto de Souza  
Roger Smither

Charles de Arman  
John Johnson  
P.K. Nair

**# 2 Updates for Cataloguing Rules / Occasional Papers**

Harriet Harrison

Olwen Terris

Martha Yee

### **# 3 Rules for preparing filmographies**

Harriet Harrison

Charles de Arman  
Claudia Di Giovanni  
Peter Westervoorde

#### **# 4 Guidelines for Selection Criteria**

Harriet Harrison  
Gunter Schulz

Charles de Arman  
Claudia Di Giovanni  
Ruth Kanner  
Peter Westervoorde

**# 5 Genres**

Gunter Schulz  
Dorothea Gebauer  
Harriet Harrison

Claudia Di Giovanni  
John Johnson  
Olwen Terris  
Peter Westervoorde

## # 6 Logos

Vladimir Opela

Olwen Terris, Simon Baker  
Peter Westervoorde

**#7 Bibliography of National Filmographies**

Rolf Lindfors

Claudia Di Giovanni

**# 8 Nitrate Union Catalog**

Brigitte van der Elst  
Beatrice Trouveroy

Peter Westervoorde

**Other**

Hisashi Okajima

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Japanese list for FIAF Glossary

Roger Smither

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Newsreel Symposium

Carlos Roberto de Souza

Harriet Harrison

Ann Baylis