

# FIAF CATALOGUING COMMISSION

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## REPORT TO THE FIAF GENERAL ASSEMBLY CARTAGENA, APRIL 1997

### Commission Members

Ann Baylis, National Film and Sound Archive, Australia  
Carlos Roberto de Souza, Cinemateca Brasileira, Brasil  
Vladimir Opela, Narodni Filmovy Archiv, Czech Republic  
Olwen Terris, National Film and Television Archive, UK

Rolf Lindfors, Cinemateket - Svenska Filminstitutet, Sweden  
Harriet Harrison, Library of Congress, US

We are looking for enthusiastic new members and projects to participate in the work of the Cataloguing Commission. With the resignations of Harriet Harrison and Rolf Lindfors from the Commission, membership has become a pressing issue, if the group is to remain a useful forum for discussion of ideas and the focus of cataloguing issues.

At this point I would like to record our thanks for the contribution that Rolf Lindfors made to the Cataloguing Rules project, and to note the 16 years he has given to the work of the Cataloguing Commission. I have previously recorded our appreciation of the work Harriet Harrison did in leading the Commission through the development of the FIAF Cataloguing Rules.

As the Commission will continue to do most of its work through fax and e-mail correspondence, I would like to encourage people to nominate as corresponding members. Even if you are unable to attend meetings, your contributions to the work of the Commission are very welcome.

### Meetings

The Commission met in Stockholm in April 1997. We wish to record our thanks to the Svenska Institutet which funded the airfare of Carlos Roberto de Souza. We appreciate the assistance provided by the Svenska Film Insitutet for the use of their facilities, and thank Jan Erik Billing, Anna Lena Wibom, Margarita Nordstrom, Inga Adolfsson and Rolf Lindfors for their kindness in providing hospitality to the members of the Commission.

The Commission used this opportunity to discuss the work on the various projects and the concept of a FIAF centralised database. Correspondence by e-mail and fax has made it easier for Commission members to keep in touch during the year.



## COMMISSION PROJECTS

### 1. FIAF Cataloguing Rules for Film Archives

We record our appreciation to Senor Ivan Trujillo Bolio, Mexico, who has volunteered to coordinate the translation of the FIAF Cataloguing Rules into Spanish.

Copies of the Cataloguing Rules have been given to film archives in Southeast Asia and are part of the initiative to standardise cataloguing in the region.

As the English language version is out of print, we are investigating ways in which the Rules can be made available to those who wish for the English language version. We are also planning to develop a Simplified version of the Rules for less complicated collections.

### 2. Genre terms

Olwen Terris has modified the list of Genre terms following comments, and it is now in use in the National Film and Television Archive (UK). This list is being used as a comparison listing in other archives. The Library of Congress through Brian Taves is also developing a Genre List for use in cataloguing films.

### 3. Computer Formats Project

Carlos Roberto de Souza has provided the following summary of the project so far.

From July 1995 till October 1996 I received 23 responses to the circular letter asking for contributions to the project. Mostly these were floppy disks with examples in ASCII and some in ISO 2709. Some archives also sent printed material. Many archives were unable to obtain this format material from their computer sections.

Two floppy disks have presented errors and could not be included in the project database. Another problem to be considered in the future development of the project concerns transliteration. For instance, the examples sent by Gosfilmofond have not yet been included for this reason.

Examples sent by 18 archives were included in the database in a total of approximately 200 records. The different procedures used for the conversion and inclusion of the data will be discussed in a paper about the project that I intend to write by the end of July.

As a preliminary conclusion I would say that I am very pleased with the results of the test. It demonstrates the possibility of pulled together data coming from different parts of the world in a specifically prepared database. It shows also the necessity of very clear instructions about how the information should be structured. I had to alter the data manually precisely because my circular letter was not sufficiently specific. Some points also arise when one examines the list of indexed terms; not only different ways of writing names, but also how to put them in a



common machine readable form so you do not have to correct them manually as I did.

As indicated, Carlos Roberto will write up the results of the Computer Format Project as an Occasional Paper, which will then be circulated to all member archives in 1997.

#### **4. Cataloguing of Early Untitled Films**

Olwen Terris' paper, **A Film With No Name : Cataloguing of Early Untitled Films** is to be distributed to member archives as Occasional Paper number 8. As the title signifies, this paper deals with some of the issues facing cataloguers with films that lack titles.

#### **5. Core Cataloguing information pack**

The Commission is developing a 'core cataloguing' pack to be made available to archives who request assistance in setting up a catalogue. As well as information on the cataloguing rules, it will contain a summary of the computer survey information gathered by Roger Smither and the Glossary of terms for Film Materials. Other suggestions as to the intended contents of the pack are welcome.

#### **6. Illustrated List of Film Logos**

This project is to be finalised and presented by Vladimir Opela in Prague in 1998.

#### **7. Bibliography of Filmographies**

Rolf Lindfors is hoping to complete the Bibliography of Filmographies for the CD-ROM prior to the 1997 Congress or soon thereafter.

### **OTHER ISSUES TO REPORT**

#### **ASEAN (Association of South East Asian Nations)**

Ann Baylis was Course Director for the ASEAN Seminar on Audiovisual Collection Development, Cataloguing and Collection Control held in Canberra in 1996. The workshops on cataloguing of moving image materials were based on the principles set out in the **FIAF Cataloguing Rules** and based on work at the NFSA of Australia.

Courtesy of Kodak Australasia, copies of the **FIAF Cataloguing Rules** were distributed to Seminar participants from archives in Australia, Brunei, Indonesia, Laos, Malaysia, The Philippines, New Zealand, Singapore, Thailand and Vietnam. Archives in Cambodia have already received copies of the French language version.

#### **SEAPAVAA (Southeast Asian and Pacific Association of Audiovisual Archives)**

The SEAPAVAA Collections Committee is developing standards for cataloguing of audiovisual materials in ASEAN and Pacific moving image archives. The Committee will

be holding a working group meeting to recommend standards for the region later in 1997. Ann Baylis is a member of this committee.

### **Cinematca Brasileira CD ROM**

A CD ROM has been issued covering selected Brazilian films.

### **FIAF Summer School 1996**

The National Film and Television Archive, UK, hosted the FIAF Summer School in 1996. The program included a session on cataloguing and indexing as practised at NFTVA together with a film screening to illustrate specific cataloguing problems.

### **National Film and Television Archive, London**

The NFTVA Cataloguing Department launched a series of filmographies detailing the NFTVA's collections of films and television programs on specific events, themes and personalities. Titles published to date include The Boer War, The Spanish Civil War, Early Women Filmmakers, Dennis Potter, Ken Loach.

Ann Baylis  
Head, FIAF Cataloguing Commission  
April 1997

e-mail: [abaylis@nfsa.gov.au](mailto:abaylis@nfsa.gov.au)