

APPENDIX 5.-

REPORT FROM THE FIAF CATALOGUING COMMISSION

FIAF CONGRESS - JUNE 1980 - KARLOVY VARY

1. Film Cataloging.

We are happy to announce that the manual Film Cataloging was published in late 1979 by Burt Franklin, inc. The manual, a compendium of cataloging and control practices from FIAF member archives, is now available from the publisher:

Burt Franklin, inc.
235 East 44th Street
New York, New York 10017
USA

The cost is \$17.95 (US) per copy. All members and observers should by now have received a complimentary copy from the FIAF Secretariat.

The reviews of our publication appearing in the American press have thusfar been quite favorable. They describe the book as "easy-to-read and well-organized" and cite the bibliography and appendices, including examples and articles from various archives, as especially valuable. "They [the FIAF Cataloging Commission] have produced a treasury of information . . . that will be most useful to beginning and experienced catalogers alike. . . . Film Cataloging will undoubtedly prove to be an aid to the International Federation of Film Archives in furthering its aim toward a common approach to film cataloging."

2. Study on the Usage of Computers for Filmcataloguing.

This work, containing the experiences of seven member archives in this area, has now (1979) been published by FIAF and is available from the Secretariat at a cost of \$ 4 (US) per copy. All members and observers should have already received a complimentary copy from the Secretariat. Of the 200-250 copies which were originally printed, about 150 copies remain

for sale. The Commission intends to prepare press releases for both publications and asks for the help of every member and observer in publicizing them and making them known to interested parties in your countries. We would be very pleased if sales are high, for we would thereby not only share our knowledge and publicize FIAF, but might also earn some income for the FIAF treasury as well.

3. Glossary of Filmographic Terms.

Unfortunately the difficulties in preparing translations for this work, mentioned in last year's report at Lausanne, remain to be solved. Direct translations of terms are often difficult if not impossible to achieve, and the work progresses slowly. We have not yet completed the final drafts of the French and German versions, and are still seeking means of providing the Russian and Spanish language versions. Recently, the American Film Institute promised that a member of their staff, who is Spanish speaking, will provide the first draft translation for that language, and we hope to be able to report a more positive result next year in Rapallo. Once we complete work on the five languages, we will publish the glossary, and then work toward the inclusion of the remaining FIAF member languages for future editions.

4. Bibliography of Filmographic Sources.

Thanks to the cooperation of members and observers, and most especially to the work of Mrs. Gebauer of the Deutsches Institut für Filmkunde, work on this important publication is proceeding more rapidly, and we hope to distribute a final draft for your review and comment at next year's meeting in Rapallo. After our request at last year's meeting, Mrs. Gebauer received 24 responses which she has now incorporated into her draft. We still lack, however, responses from several countries, and we ask again for your cooperation, requesting that replies be sent, as soon as possible, but before October 1, 1980, to:

Deutsches Institut für Filmkunde
Department FILMARCHIV/Dorothea Gebauer
Schloss Biebrich
6200 Wiesbaden
Federal Republic of Germany

We ask this even though we know that the preparation of responses is a difficult task, for we believe that a knowledge of filmographic sources is essential to the work of cataloging and to many other functions within an archive. Thus the more complete the work becomes, the more useful it will ultimately be to FIAF members and observers.

In compiling this international filmography list, the Commission has decided that "national filmography" should be defined

broadly enough to include any source which contains sufficient filmographic data to be useful as a source of information about a country's national production. Pamphlets, trade catalogues, periodicals, and unpublished files may all be included when considered valuable by a member or observer. A copy of a letter from Mrs. Gebauer, which gives the questions she would like you to answer, is attached. For those of you who have already answered, and have included unpublished files in your responses, please let Mrs. Gebauer know by October 1, 1980 if you do not want her to include reference to these materials in our published work. We want to comply with your wishes in these matters, but hope that we can assume you would like this information included if you do not respond.

5. Proposed International Standards for Film Cataloguing.

The Commission foresees as its next major task the preparation of rules which can be recommended as an international standard for film cataloguing. Although we might wish to delay this difficult work, we believe that standards, recognized and sanctioned by FIAF, are urgently needed for several reasons:

(1) Computerization, which requires extreme standardization is coming more and more within the reach of archives, and with it comes greatly increased possibilities for effective international cooperation and communication.

(2) Unesco, with whom we now have a formal B Status relationship, has charged us with this responsibility in its 1980 recommendations for the preservation and safeguarding of moving images.

(3) Developing countries which are just beginning cataloguing work are begging us to provide them with rules which they can rely upon to be practical, useful, and conforming to internationally agreed upon standards.

(4) In the absence of action in this area by FIAF, other organizations, including IFLA, have produced internationally sanctioned sets of rules for film cataloguing which do not meet our needs, and which we believe will cause grave problems for archives and other institutions who, without experience but with good intentions, attempt to follow their precepts. It is not enough for us to point out the weaknesses of these rules. We must work for standards which are both acceptable to us, and, if possible, build upon and supplement the work of IFLA and others.

At our recent meeting in Stockholm, the members outlined the work ahead, and began dividing tasks amongst themselves. We hope to be able to report substantial progress by next year's Annual Congress.

6. Other work.

This year the Commission had the sad duty of discussing a replacement for Mr. Armatys who died tragically last year. A list of possibilities was prepared and will be submitted to the Executive Committee for their suggestions and advice.

The Commission has noticed an important increase in the use of computers by member archives and has therefore decided to offer the topic "Computerization in Archives" as a possible subject for an upcoming symposium. Areas within this general theme which could be discussed include: budget and administrative/management controls, shipping and location controls, booking/loan controls, preservation controls, cataloguing controls, and printing/publishing activities, including the production of filmographies and catalogues.

The Commission wishes to thank Svenska Filminstitutet/Cinemateket for their generous hospitality in hosting the recent meeting of the Cataloguing Commission held in Stockholm, June 3-8, 1980.

Currently the Commission consists of the following members:

Harriet Harrison, Chairman, Library of Congress, Motion Picture,
Broadcasting and Recorded Sound Division
Filip Acimovic, Vice Chairman, Jugoslovenska Kinoteka
Dorothea Gebauer, Deutsches Institut für Filmkunde
Roger Holman, National Film Archive, London
Wolfgang Klaue, Staatliches Filmarchiv der DDR
Rolf Lindfors, Svenska Filminstitutet
Marta Luttor, Magyar Filmtudományi Intézet
Roger Smither, Imperial War Museum

Deutsches
Institut
für Filmkunde

Mitglied der Fédération Internationale
des Archives du Film (FIAF)

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May 1980

RE: NATIONAL FILMOGRAPHIC SOURCES

Moving images are an expression of the cultural identity of peoples and, because of their educational, cultural, scientific and historical value, form an integral part of a nation's cultural heritage. After WORLD WAR II in more than 40 countries of the world film archives have been established to safeguard the moving images not only of national origin but also international film classics. Most of them are linked together in the INTERNATIONAL FEDERATION OF FILM ARCHIVES (FIAF/FEDERATION INTERNATIONALE DES ARCHIVES DU FILM, Bruxelles).

Since archives grew and grew cataloguing of the preserved film material becomes more and more a necessity. FIAF formed special commissions for preservation, documentation, copyright, cataloguing etc. and that is the main point of our letter.

We, that means members of the CATALOGUING COMMISSION of FIAF of different countries undertook the task to elaborate a HANDBOOK FOR FILM-CATALOGUING, which will be published in the nearest future, as a practical guide.

Among others the COMMISSION decided that it is necessary for cataloguing of a film to know something about filmographic sources of the different countries. It is not only a recommendation of FIAF to all countries but also of UNESCO to States to make the necessary arrangements to ensure that the institutions responsible for safeguarding and preserving the moving image heritage take the following measures

- a) to establish and make available NATIONAL FILMOGRAPHIES AND CATALOGUES OF ALL CATEGORIES OF MOVING IMAGES AND DESCRIPTIONS OF THEIR HOLDINGS, seeking, where possible, the standardization of cataloguing systems; these documentary materials would together form an inventory of the country's moving image heritage
- b) to collect, preserve and make available for research purposes institutional records, personal papers and other material that document the origin, production, distribution and projection of moving images.

The FIAF-CATALOGUING COMMISSION tries to collect all available informations about national filmographies of as many countries as possible to publish them for international use.

For this reason we ask for your support:

Please answer our following questions:

Do you know anything about the existence of filmographies of your country? Title of publication, publisher/editor, year of publishing?

What categories of filmographies exist? (Silent films, sound films, documentary films, newsreels, genre etc.)

Which times do the filmographies cover? (From 19 - to 19 ?)

Do the filmographies contain detailed or short credits!

Is it a general filmography with film historical aspects?

Do the filmographies contain check-lists, description of contents?

What is the language of the filmographies?

Is it a trade paper or a year book?

Are PERIODICALS available in your country which give filmographic informations and who publishes them?

We know we ask a lot of you but we consider it as desirable to get as many informations as possible on this subject. We thank you for all kind of information you are able to provide for us. Please send your answer as early as possible to

Deutsches Institut fuer Filmkunde
Department FILMARCHIV/Dorothea Gebauer
Schloss Biebrich
6200 Wiesbaden, Federal Republic of Germany.

With kind regards

(Dorothea Gebauer)
Member of FIAF-CATALOGUING-COMMISSION