APPENDIX 6.

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REPORT OF THE CATALOGUING COMMISSION

TO THE ANNUAL CONGRESS

NEW YORK, APRIL 29-30, 1985

The Cataloguing Commission met in Wiesbaden, March 26-28, 1985. Reports there showed results of the hard work members have contributed over the past years.

A. Publications

Three new publications are now ready for distribution to the members. One copy of each will be mailed free to members and observers; extra copies are available at the Secretariat. The publications are:

- Bibliography of National Filmographies. Compiled by Dorothea Gebauer; edited by Harriet Harrison. Brussels: FIAF, 1985. This bibliography includes annotated citations for fifty-nine countries. It is designed to help film catalogers find sources for identifying films, and for researching, checking, and verifying their cataloging work.

 Price: \$8.50.
- Glossary of Filmographic Terms. Compiled by Jon Gartenberg. Brussels: FIAF, 1985.

 This hierarchically arranged glossary contains definitions for film credits and other terms useful for film catalogers in five languages: English, French, German, Russian, and Spanish. Each term is numbered so that users may check equivalent terms across languages. An alphabetical index leads to the key number for the terms.

 Price: \$15.00.
- Study on the Usage of Computers for Film Cataloguing. By Roger Smither. Brussels: FIAF, 1985. This study presents statistical and narrative analyses of the results of a FIAF computer usage survey, based on thirty-six member responses. Individual responses are also included. Price: \$20.00.

A special price of \$40.00 is available for those placing orders for all three publications.

Although these projects have now resulted in publications, the Commission recognizes that none of them is actually complete. New filmographies and reference sources continue to be published; additional languages need to be added to the glossary, and changes in both computer technology and archive computer usage are happening at an ever increasing pace. For these reasons the Commission has decided to continue working in all three areas, but we need your help!

Bibliography of National Filmographies. Marta Luttor (MFI) has agreed to continue this work by collecting citations for new filmographies. Please send to Ms. Luttor annotated citations for any new publications which you would like to see appear in the next edition of this publication.

Ms. Márta Luttor Magyar Filmintézet Népstadion ut 97 1143 Budapest xiv Hungary

Glossary of Filmographic Terms. When originally designed, this glossary was intended to include all FIAF member languages. We would still like to add these languages, and have prepared the glossary so that members can add terms and definitions in their own languages by following the format provided in the publication and by using the key numbering system found there. Experience in compiling the first edition has shown that it is absolutely essential for staffs from member archives, where both the language and film expertise lie, to carry out this work. We therefore request that archives undertake to translate the publication into their own languages (using the format provided in the publication) and to send copies to the Secretariat in Brussels. Ms. van der Elst will collect the submissions and turn them over to the Commission for our work in providing future editions.

Computer Survey. The Commission is continuing to provide information on computer usage through two FIAF symposia, the first to be held here in New York on May 1 (cf. attached flyer), and the second to be held in Canberra in 1986. In addition, we request member archives to write articles for the FIAF Bulletin on changes occurring in their archives with regard to computerization.

B. Projects

1. Union Catalog for Holdings from the Nitrate Period. At the request of FIAF members and in close consultation with the Executive Committee, this ambitious project has taken shape. Within the next few months, each member and observer will be receiving a letter from the Secretariat, requesting you to participate and providing instructions and sample forms. Please remember that the project has been designed both to protect archival information-safeguarding archives against unwarranted requests for use--and to save expenditures for preservation of moving images worldwide. To lessen the burden of work, participating archives will send completed forms to the Secretariat only for feature films from the nitrate era (1927-1955) which have been produced in countries other than their own. The forms will be edited by the cataloguing staff of the National Film Archive (London) and maintained at the Secretariat in Brussels where members can obtain imformation about which members have holdings for the particular title they are seeking to preserve. Only staff members authorized by the archive (usually preservation officers) will be permitted to query the Secretariat. Detailed information about holdings can then be obtained on a bilateral archive-to-archive basis.

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- 2. Cataloguing Rules. Work on the FIAF cataloguing rules standards is continuing. Harriet Harrison (LC) will prepare an English language draft for review by the Commission at next year's meetings.
- 3. Technical Data Forms. Work on the sample technical data form project is also continuing under the direction of Guenter Schulz (SFA) and with the collaboration of the Preservation Commission. The ultimate aim of this project is to provide guidance on the collecting and organizing of technical information in archives. In addition to sample forms, guidance on what information to collect and how to collect it will be provided.
- 4. Cataloguing Brochure. Work on a simple brochure to explain the nature of cataloguing and its central role in archival work will be undertaken by Dorothea Gebauer (DIF) in collaboration with Guenter Schulz (SFA).
- 5. Genre Terms. Commission members are planning to undertake a new project to study the use of genre terms in cataloguing work. A standardized list of genre terms for use by member archives is the ultimate goal of this project. The first step is much less ambitious. An ad-hoc subcommittee composed of Dorothea Gebauer (DIF), Guenter Schulz (SFA), Jon Gartenberg (MOMA), and Ani Velchevska (BNF) will be contacting each member and observer to request that you send them copies of genre lists which you use within your archives. Once the lists have been received, the ad-hoc committee will study them and report their findings.

C. Commission Membership

The Commission has reluctantly accepted the resignation of Wolfgang Klaue (SFA) as a member of the Commission. In his place we have recommended the appointment of Guenter Schulz (SFA) who has been working with the Commission during Mr. Klaue's tenure as President of FIAF.

The following persons attended the Cataloguing Commission working sessions:

Harriet Harrison (LC) Chair
Dorothea Gebauer (DIF)
Jon Gartenberg (MOMA)
Roger Holman (NFA)
Wolfgang Klaue (SFA)
Rolf Lindfors (SFI)
Marta Luttor (MFI)
Guenter Schulz (SFA)
Roger Smither (IWM)
Ani Velchevska (BNF)

A special thanks is owed to the Deutsches Institut für Filmkunde for their very generous contributions to the success of our commission work in hosting our 1985 meetings. From our hotel by the Rhine we walked everyday to the elegant palace, Bêjbrich Schloss, where our spacious meeting room looked out onto the park, the town, and the Rhine. The setting was made even more romantic by the falling snow. We will not soon forget the warm hospitality of the Institute staff, and especially of Dorothea Gebauer, who carefully and thoroughly oversaw all the arrangements. Without the generosity of member archives who volunteer to host our meetings, our work for FIAF could not be organized and carried out so expeditiously and efficiently.