



REPORT OF THE CATALOGUING COMMISSION

TO THE FIAF ANNUAL CONGRESS

LISBON, APRIL 17 - 18, 1989

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The Cataloguing Commission met from June 6 - 8, 1988 in Toulouse where we were well cared for by Raymond Borde, Guy-Claude Rochemont and the staff of the Cinémathèque de Toulouse.

Those present at the meetings were:

Members:	Harriet Harrison, Chair	Library of Congress (Washington)
	Jon Gartenberg	Museum of Modern Art (New York)
	Dorothea Gebauer	Deutsches Institut für Filmkunde (Wiesbaden)
	Rolf Lindfors	Svenska Filminstitutet/ Cinematket (Stockholm)
	Vladimír Opěla	Československý Filmový Ústav (Prague)
	Günter Schulz	Staatliches Filmarchiv der D.D.R. (Berlin)
	Roger Smither	Imperial War Museum (London)
	Ani Velchevska	Bulgarska Nacionalna Filmoteka (Sofia)
Guest:	Guy-Claude Rochemont	Cinémathèque de Toulouse

This report discusses progress made both during the meetings and subsequent to them.

PROJECTS

1. Evaluating Computer Systems.

Roger Smither's paper, Evaluating Cataloging Systems: A Guide for Film Archivists, has now been published and distributed by the Secretariat. The paper offers advice for archives who wish to purchase computer software and hardware for use in cataloging their archives' holdings. The first part

provides definitions of terms often encountered when talking to salesmen and consultants, while the second provides suggested questions which may be put to suppliers. This latter part is divided into sections which treat the following subjects: hardware and operating system limitations, size and format restrictions, setting up the system, system security, data entry, data editing, data retrieval, and possible future considerations. If any archive wants but has not yet received a copy of this useful document, please request one from the Secretariat.

## 2. FIAF Glossary of Filmographic Terms.

Our Executive Secretary, Brigitte van der Elst, has obtained a grant from the European Community's Year of Film and Television (AECTV) for the publication of a revised edition and first supplement to the Glossary. Jon Gartenberg has been hard at work coordinating and completing work on the revised edition. It will include all five original languages (English, French, German, Russian, and Spanish--both terms and definitions) plus terms in seven additional languages: Bulgarian, Czech, Dutch/Flemish, Hungarian, Italian, Portuguese, and Swedish. As in the original edition, terms are arranged by broad function and listed in columns across each page. Two alphabetical indexes, one for roman script languages and one for cyrillic script languages, provide additional access to the terms. At this writing, the revised manuscript is in press. Planning for the first supplement is still in its initial stages, with possible additional languages to include: Serbo-Croatian, Danish, Finnish, Norwegian, Polish, Slovenian, and Turkish. In order to accomplish our work on this project, the Commission continues to rely heavily upon the language and subject expertise of our FIAF archives. We owe a special thanks to all of you who have contributed to this work, as well as to those who will contribute to it in future.

## 3. Guidelines for Recording Technical Data.

Work is complete, and final publishing plans are now underway for this joint project of FIAF's Cataloguing and Preservation Commissions. Co-authored by Günter Schulz and Hans Karnstädt, this publication will contain a set of guidelines for organizing and controlling technical information about the condition and preservation of moving image materials held by archives. The text is about 30 pages in length and includes both examples and recommendations.

## 4. FIAF Cataloging Rules.

At the end of last year, the Secretariat sent a letter to all FIAF archives announcing the availability of the "Review Draft" for our FIAF Cataloging Rules. Work on these rules was begun in the early 1980s; our object was to produce a set of rules which could incorporate both the general principles of organization outlined in the Commission's 1980 manual, Film Cataloging, and already published and promulgated international standards for cataloging/punctuation issued by the International Federation of Library Associations (IFLA). These latter standards were important for us to consider since UNESCO had sanctioned IFLA as the official provider of international

standards for cataloging. Our goal was thus was to present a set of rules whose philosophy was firmly grounded upon archival needs but, at the same time, which provided a readily recognizable means of exchanging cataloging information amongst FIAF archives. An additional objective was to provide guidance for archives seeking to establish cataloging systems or to upgrade their current ones. The result, a text of 134 pages, is heavily illustrated with examples. It includes a glossary of cataloging terms, a scale for converting meters to minutes to feet, a list of FIAF archive codes, a list of abbreviations, and a bibliography. Once the text has been revised to incorporate your suggestions, we will prepare an index. Here in Lisbon, the Commission will review the comments and suggestions we have already received. If any archives have not yet done so, but would like to send us comments, please submit them as soon as possible. We intend to complete work on the revisions and prepare the index before the end of 1989--in order to send the final manuscript to press no later than the beginning of 1990. Your comments may be addressed to:

Ms. Harriet Harrison  
Motion Picture, Broadcasting  
& Recorded Sound Division  
Library of Congress  
Washington, D.C. 20540  
USA

If you have not yet received your copy of the "Review Draft" from the Secretariat and would like to have one, please request it from Brussels.

5. Union List of Films from the Nitrate Era.

This project, begun in 1985, was designed to collect information about FIAF archive holdings of sound feature films from the nitrate era (1927-1955) which have been produced in countries other than the country of the reporting archive. Members and observers can participate in the project by filling in forms (one per title matching the above parameters) and submitting them to the Secretariat in Brussels. At the Secretariat, the data from the forms is entered onto a microcomputer, utilizing MICROISIS software. In return for participating, archives have the privilege of querying the Secretariat about holdings for titles from their own national production which they are seeking to preserve. The project has already been quite successful, but archives are still very welcome to join the project. The first step is to request the instruction sheet and forms from the Secretariat. Please indicate, as part of your request, the approximate number of forms you will require.

6. Genre Study.

Dorothea Gebauer and Günter Schulz head this project, which is designed to collect and compare samples of genre lists used by FIAF archives. Since our special request for lists at last year's Congress, we have received additional lists, but would still like to receive even more. Please check with your cataloging staffs and if you have any genre, film movement or film style lists, kindly send them (together with definitions, if possible) to either Dorothea Gebauer or Günter Schulz:

Ms. Dorothea Gebauer  
Deutsches Institut für Filmkunde  
Langenbeckstrasse 9  
D-6200 Wiesbaden  
BUNDESREPUBLIK DEUTSCHLAND

Dr. Günter Schulz  
Staatliches Filmarchiv der D.D.R.  
Hausvogteiplatz 3/4  
1080 Berlin  
DEUTSCHE DEMOKRATISCHE REPUBLIK

7. Early Production Company Names and Logos.

Vladimír Opěla heads this project, which was designed to collect early production company logos and to document company histories. Last year to help promote the project, Mr. Opěla produced a short logos film--which was animated by the famous Czech animator, Břetislav Pojar. The film was shown at last year's Annual Congress in Paris. Following the Congress, Mr. Opěla sent letters to all FIAF archives, describing the project and asking for your cooperation -- either by contributing to the study of logos directly or by soliciting the help of film historians or other groups in your countries who might be encouraged to contribute to this work. If you have not yet received this letter and would like to participate, please contact Mr. Opěla.

Mr. Vladimír Opěla  
Československý Filmový Ústav -  
Filmový Archiv  
Malesická ul.  
130 00 Praha 3  
CZECHOSLOVAKIA

Because the scope of this project is very large and the information will therefore take a long time to collect, the Commission plans to publish the results of our work in looseleaf form. In this way, archives can benefit more quickly from the work which has already been accomplished, and pages may be added to the work in an organized fashion as they become available.

8. Bibliography of National Filmographies (Revised Version).

This project for updating the 1985 edition of the Bibliography is headed by Rolf Lindfors. He has sent each FIAF archive xeroxed pages of the 1985 lists — together with suggested updates which he has recently prepared in Stockholm. Please review these lists and make any revisions you feel appropriate, including additions, deletions and other corrections. Then return your completed work to Mr. Lindfors so that the Commission may proceed with publishing the revised edition. If you have not yet received your letter from Mr. Lindfors, please let him know either by contacting him here at the Congress or at his office in Stockholm.

Mr. Rolf Lindfors  
Cinematket - Svenska Filminstitutet  
PB 27126  
S-10252 Stockholm  
SWEDEN

SYMPOSIA

1. 1989.

This year in Lisbon, the Cataloguing Commission is co-chairing a symposium with André Gaudreault of GRAF on April 20. The symposium is entitled "Cataloging and Filmographic Research: Tracing the Past," and will examine the related tasks of cataloging and the creation of filmographies. During the symposium, we hope to show you how both activities help to document film history, and, additionally, to raise some of the more complex questions confronting those who would design methodologies and standards for our work.

2. 1990.

Next year in Havana our hosts, the Cinemateca de Cuba, have asked us to participate in the presentation of a symposium on essential archival functions and techniques. During our portion of the symposium, we will attempt to present information about the use of cataloging standards and computers in film archives. An additional session on basic techniques is also envisioned.