Commission's Work

Report from the Cataloguing Commission

Since the time of the annual Congress in Havana, the members of the Cataloguing Commission have been hard at work. Two documents, the FIAF Cataloguing Rules for Film Archives and Terms and Methods for Technical Archiving of Audiovisual Materials, have been presented to K.G. Saur for publication. All members and observers should be receiving published copies of both documents within the next months.

In addition, the Commission has begun work on preparing a FIAF computer format. We want to relate our format as closely as possible to existing format standards and to make it flexible enough for use with all types of computer configurations—from micro- to mainframe. As a start, we are making a study collection of relevant existing standards. If any of you are currently using such standards or know of any standards which might be applicable, please send them to either Carlos Roberto de Souza or Roger Smither:

Mr Carlos Roberto de Souza
Cinematheca Brasileira
Caixa Postal 12.900
04092 São Paulo
Brazil

Mr Roger Smither
Imperial War Museum
Lambeth Road
London SE1 6HZ
Great Britain

The Commission’s project to collect information about FIAF member holdings of sound feature films from the nitrate era (1927–1955) is progressing well. The information you have sent is stored on a database at the Secretariat in Brussels, and queries to the database concerning titles your archive is interested in preserving may be addressed to the Secretariat.

Please remember that you must be a contributor to the database in order to be able to use it. Any FIAF member or observer may participate in the project by filling in forms (one per title, matching the above parameters) and submitting them to the Secretariat. All FIAF archives are very welcome to join the project at any time and are encouraged to send in the forms as they are completed. There is no need to wait until you have completed all the forms before sending them to the Secretariat. If you desire, our Executive Secretary, Brigitte van der Elst, will be happy to discuss alternate methods for the submission of data, for example, computer printouts, etc. She is also ready to send you instructions for participating, or to help you in any other way she can.

Please telephone, fax or write Mrs van der Elst at:
FIAF Secretariat, rue Franz Merjay 190, 1180 Brussels, Belgium
Tel: (32-2) 343 06 91  Fax: (32-2) .......

Informe de la Comisión de catalogación
Las «Reglas de catalogación para archivos de cine» y «Terminología y métodos para las técnicas de archivaje de material audiovisual» se encuentran en K.G. Saur para su edición. Serán distribuidos a miembros y observadores en los meses próximos.

La Comisión de catalogación se encuentra abocada en la preparación de un formato de computadora, estándar FIAF, que sea suficientemente flexible como para ser utilizado por las distintas configuraciones existentes. Se ruego a los que ya utilizan o conocen un formato recomendable de conectarse con Carlos Roberto de Souza, São Paulo, Brazil, o con Roger Smither, London, Great Britain.

La centralización en Bruselas de la información sobre la colección de películas sonoras del período del nitrate (1927–1955) se desarrolla satisfactoriamente. Si desea participar (la obtención de información está supeditada a la entrega de sus informaciones), por favor, contacte a Brigitte van der Elst, FIAF Secretaría, Bruselas, Bélgica.
Two Archives Host Seminars on Film Cataloguing

In conjunction with the XVIII Mostra Internazionale del Cinema Libero, the Cineteca del Comune di Bologna presented a four-day, advanced seminar on film cataloguing to an audience of 80 Italian experts, librarians, film catalogers and students. The seminar was held on November 17–20, 1989; it consisted of a series of six lectures, presented by Harriet W. Harrison, President of the FIAF Cataloguing Commission. The titles of the lectures were:

1. FIAF and its specialised Commissions; the Cataloguing Commission and its work — completed publications and current projects.
2. What is cataloguing, and why is there a need for standards?
3. Titles: types of titles, choosing a title for main entry, series and part titles, reissue/rerelease titles; variations and versions; international coproductions.
4. Statements of responsibility and publication/distribution/copyright information: how much to record and where; transcription and the use of secondary sources; dates; access — choosing between several forms of a name.
5. Technical considerations: physical descriptions and location controls; archival control information — source, date and method of acquisition; describing the condition of the material.
6. Contents: writing summaries and providing subject access for researchers; key-word searches; subject and genre terms from standard thesauri; classification schemes; broad vs. specific terms/class numbers.

Each of the last four lectures on specific aspects of cataloguing was illustrated with films which exemplified particular cataloguing problems. Ms Harrison distributed examples of completed cataloguing records to demonstrate how the new FIAF Cataloguing Rules for Film Archives could be used to resolve these problems. The films used as illustrations were chosen from the collections of the Library of Congress and the Cineteca del Comune di Bologna.

Two themes were stressed throughout the series: 1) the importance of film cataloguing and its central role in film archive work, and 2) the need for standards. As the Cineteca has stated: «We can say that a film, as any other document, does not exist unless it is catalogued and can easily be found in an Archive — in order to preserve, restore or just study it. To accomplish this task, a universal standard for film cataloguing is needed. This is one of the first projects the FIAF is working on, with the activity of its Cataloguing Commission».

On July 9–13, 1990, as a part of its 30th Anniversary celebrations, the Filmoteca de la UNAM invited Harriet Harrison to present a five-day series of advanced classes on film cataloguing for film archivists, preservation, and cataloguing specialists, librarians, and students. In preparing these sessions, Ms Harrison revised the lectures presented in Bologna and added a seventh, the topic of which was «basic or “minimal-level” cataloguing». As in Bologna, the lectures
were illustrated with films, in this instance chosen from the collections of the Library of Congress and the Filmoteca de la UNAM. The films exemplified the cataloguing problems under discussion, and sample records were then distributed to show how the FIAF Cataloguing Rules for Film Archives would be used to resolve the problems and to catalog the materials at various levels of completeness. Approximately 20 people attended the five days of lectures, which emphasised the utility of ISBD punctuation — as adapted to FIAF principles of cataloguing — for expediting the comprehension and exchange of complex cataloguing information.

**Projet de bibliographie de revues de cinéma**
La Commission de Documentation de la FIAF souhaite compléter une bibliographie de périodiques et d’index de revues de cinéma d’avant 1972. Votre participation pourrait être de grande utilité. Contactez Nancy Goldman de la Pacific Film Archive, Berkeley, California, USA.

**Proyecto de bibliografía de periódicos de cine**
La Comisión de Documentación de la FIAF desea completar la bibliografía de índices de periódicos anteriores a 1972. Su participación será de gran utilidad. Contacte a Nancy Goldman, Pacific Film Archive, Berkeley, California, USA.

**Documentation Commission: two projects**

**Periodical Bibliography Project**
The FIAF Documentation Commission is compiling a bibliography of pre-1972 film periodical indexes, as well as international film periodicals available for purchase on microform. It is hoped that this list will improve access to international periodical literature that predates FIAF’s Periodical Indexing Project. This list will include both reference works that index numerous periodicals, and cumulative indexes to individual journals, usually published by the journal itself. In order to make this list as comprehensive and useful as possible, we would appreciate receiving information on any such indexes or microfilm editions published in your country of which you are aware. Please send citations to: Nancy Goldman, Pacific Film Archive, 2625 Durant Ave., Berkeley, CA 94720, U.S.A.

Your input will be of great value. Thank you very much for your assistance.

**Bibliography of Publications useful for the Collections of**
**Documentation related to the Cinema in the United States**
With this issue of the FIAF Bulletin the Documentation Commission begins a series of bibliographies highlighting recent publications relating to film documentation and the collecting of documentation related to the cinema. We welcome the participation of all FIAF members and observers in the compilation of these bibliographies. Please bring our attention to publications of interest by writing to: Ron Magliozzi, Museum of Modern Art, New York.

* indicates publications which deal exclusively with documentation related to the cinema.

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