

# Commissions' Work

## Report of the Cataloguing Commission

The year 1991 has been an especially active one for the members of FIAF's Cataloguing Commission. In April, during the annual Congress in Athens, we hosted what we hope will be the first of many cataloguing workshops. As a result of questions discussed during the workshop, the Commission has decided to recommend the publication of several short papers which clarify or explain particular portions of the *FIAF Cataloguing Rules*.

Topics could include:

- (1) essential data elements for accessions or minimal level records;
- (2) capitalization, transliteration, and the use of diacritics;
- (3) refined definitions for varying degrees of completeness;
- (4) the elaboration of alternatives for recording approximate dates, etc.

We believe that these short papers should be issued in simple loose-leaf format. In this way, archives will receive the information promptly and can store it in their own looseleaf binders.

In Montevideo, we plan to host a second workshop devoted entirely to questions selected by our FIAF colleagues. Anyone who is interested in discussing particular problems or topics should either:

- (1) send their suggestions to Harriet Harrison (Office for Descriptive Cataloguing Policy, Library of Congress, Washington, D.C. 20540) or,
- (2) simply drop them in the Cataloguing Commission's suggestion box which will be available during the first days of the Congress.

The Commission's next publication, *Guidelines for Recording Technical Data*, should be issued by Saur early in 1992. This work is the product of the joint efforts of Cataloguing Commission member, Dr. Gunter Schultz, and Preservation Commission member, Hans Karnstädt. In it, they provide advice to archives for organizing and describing technical information necessary for an effective film preservation program.

Commission member, Rolf Lindfors, reports that he has completed his research and entered all the updated lists of *national filmographies* onto his microcomputer. As a next step, he plans to send the national lists to appropriate FIAF archives for review and correction. Please watch for your lists and return them as soon as possible to Mr Lindfors. He hopes to receive your answers in time to prepare the final manuscript for submission to the publisher in early summer.

Commission member, Vladimir Opela, reports that he has completed work on his study of *early Czech film companies and logos*. Since he has not yet received any contributions for other countries, he plans to publish his work as a separate publication through the Československý Filmový Archiv. **But it is not too late** to send in your contributions to Mr Opela, who is most interested and anxious to receive

*Activités de la Commission de Catalogage 1991 fut une année très active pour la Commission de Catalogage.*

*Un premier atelier de catalogage fut organisé à Athènes, où il fut décidé de publier de brefs documents destinés à expliquer les Règles de catalogage de la FIAF et à compléter ainsi le matériel didactique disponible.*

*Un deuxième colloque, prévu à Montevideo, sera consacré aux questions choisies par les collègues de la FIAF. Tout problème ou sujet de discussion peut être soumis à Harriet W. Harrison par courrier ou déposé dans la boîte "Suggestions à la Commission de Catalogage" qui sera disponible dès le premier jour du Congrès. La prochaine publication de la Commission, "Règles pour l'enregistrement de données techniques" par Günter Schulz et Hans Karnstädt, paraît au printemps 1992 chez Saur.*

*Rolf Lindfors a terminé la saisie des filmographies nationales. Il espère pouvoir contrôler et corriger les listes, avec la collaboration des archives concernées. Günter Schulz et Dorothea Gebauer ont constaté une certaine similitude entre les listes de genres utilisées dans les archives FIAF; ils proposent la préparation d'un "glossaire de genres" qui puisse servir de modèle à d'autres archives.*

*La Commission a entrepris la réalisation d'un projet de développement d'un "modèle de formatage commun", dans le but de faciliter le catalogage et l'échange d'information disponible dans différentes archives. C. R. de Souza invite les personnes intéressées à se joindre à ses recherches.*

*Le catalogue des "films de fiction sonore de l'ère du nitrate" sur la base de données tenue au Secrétariat à Bruxelles continue d'être développé. Mme Brigitte van der Elst informe que les participants-utilisateurs de ce catalogue sont très satisfaits de son application à leurs recherches.*

*Actividades de la Comisión de catalogación 1991 fué un año muy activo para esta comisión.*

*Un primer taller de catalogación fué organizado en Atenas donde se decidió la publicación de documentos breves, destinados a explicar las reglas de catalogación de la FIAF y completar el material didáctico disponible.*

*Un segundo taller, previsto en Montevideo, tratará de problemas escogidos por los colegas de la FIAF. Todo problema o tema de discusión puede ser sometido de antemano a la Sra. Harriet W. Harrison en Washington o depositado en la urna "Sugestiones a la comisión de catalogaje" que estará a disposición desde el primer día del Congreso en Montevideo.*

them. If he receives enough information, we can still publish a combined version at a later date.

Günter Schultz and Dorothea Gebauer report that analysis of the genre lists they have received from FIAF archives shows a much greater degree of uniformity than we had originally anticipated. Based on these findings, they propose to prepare an *international glossary of genre terms* which could serve as a model for archives seeking to follow a single standard.

The Commission has just begun a major project to create a *common exchange format* for FIAF archives. We believe that this work constitutes our next most important task, one which follows logically upon and supplements the completion of our rules. Once we have completed work on the format, archives utilizing the rules and the format will be able to copy each other's machine readable cataloguing records in a shared cataloguing environment. Shared cataloguing programs have proved their cost effectiveness by eliminating the need for each archive to catalogue separately those works which are held in common. Commission member, Carlos Roberto de Souza, has begun the work of collecting copies of multinational format standards, such as CCF, UNIMARC, CEPAL, etc. If anyone has information to share or questions to ask about the project, Mr de Souza would be most happy to hear from you.

Another ongoing Commission project is the *union catalogue of sound feature films from the nitrate era*. This catalogue is maintained on a database at the Secretariat which utilizes Micro Isis software. Archives may participate in the project by contacting the Secretariat for instructions. Brigitte van der Elst reports that those archives already participating in the project have found it most helpful in support of their preservation work.

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## Report of the Documentation Commission

### *Recent meetings*

The Commission met in Athens during the Congress on April 17-21. A Documentation workshop was held for the interested delegates during this same Congress. Twelve participants were trained by five members of the Commission. The problems and questions submitted were quite varied and much advice and exchange took place. This experimental workshop was thought convivial and very rewarding. The North-American working group met as guests of the Pacific Film Archive in Berkeley, California on 16-18 September 1991. Working group members R. Beauclair, N. Goldman and R. Magliozzi discussed the "*Handbook on Film Documentation*" project and began work on an outline for the book. The group met again 23-27 March 1992 as guests of the Museum of Modern Art, Department of Film to continue work on this Handbook.