

# Commission's Work

**Rapport de la Commission de Catalogage**  
*Les «Règles de Catalogage pour archives du film» et «Terminologie et méthodes pour l'archivage technique de matériels audio-visuels» se trouvent chez K.G.Saur pour l'édition. Ils seront distribués aux Membres et aux Observateurs dans les mois à venir. La Commission de catalogage prépare un «format» informatique standard pour la FLAF qui devrait être suffisamment flexible pour être utilisé par les configurations existantes très diverses. Si vous utilisez (ou connaissez) un format susceptible d'intéresser la FLAF, vous êtes priés de le signaler à Carlos Roberto de Souza, São Paulo, Brazil, ou à Roger Smither, London, Grande Bretagne.*  
*La centralisation à Bruxelles de l'information sur les films sonores de l'ère du nitrate (1927-1955) se développe convenablement. Si vous souhaitez participer (l'obtention des informations est conditionnée à la fourniture de votre part des listes de films que vous détenez dans vos collections) vous êtes priés de contacter Brigitte van der Elst, Secrétariat FLAF, Bruxelles, Belgique*

**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 audio-visual» 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, estandard FLAF, que sea suficientemente flexible como para ser utilizado por las distintas configuraciones existentes. Se ruega 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 periodo del nitrate (1927-1955) se desenvuelve satisfactoriamente. Si desea participar (la obtención de información esta supeditada a la entrega de sus informaciones), por favor contacte a Brigitte van der Elst, FLAF Secretaria, Bruselas, Bélgica.*

## 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 *FLAF 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 main-frame. 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) .....

## 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 cataloguers 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

## *Deux archives organisent des séminaires sur le catalogage de films*

*La Cineteca del Comune di Bologna, dans le cadre de la «XVIII Mostra Internazionale del Cinema Libero» (17–20.11.1989), a proposé à environ 80 intéressés, un Séminaire avancé sur le catalogage de films, dirigé par Harriet W. Harrison. La Filmoteca de la UNAM a organisé, à l'occasion de son 30ème anniversaire, du 9 au 12.7.1990, une série de leçons sur le catalogage de films.*

## *Dos archivos dan seminario sobre catalogación de películas*

*La Cineteca del Comune di Bologna, durante la «XVIII Mostra Internazionale del Cinema Libero» (17–20.11.1989), a un público de 80 interesados: un Seminario avanzado sobre catalogación de películas, dirigido por Harriet W. Harrison. La Filmoteca de la UNAM, en ocasión de su 30º aniversario, del 9 al 13.7.1990: una serie de ponencias sobre catalogación de películas.*

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 pre-dates 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.

*Antiques and Auction News*  
P.O.Box 500  
Route 230 West  
Mount Joy, PA 17552  
717-653-9797  
(weekly - Eastern United States)

*\*Big Reel*  
Empire Publishing Inc.  
Box 83  
Route 3  
Madison, NC 27025  
919-427-5850 (monthly)