



East Anglian Film Archive

Cataloguing and Documentation Policy

Background

The East Anglian Film Archive is a regional film archive wholly owned by the University of East Anglia. Established in 1976, and part of the University since 1984, EAFA contains a collection of thousands of films and television programmes from 1896 to the present day, including unique collections from Anglia Television, BBC East, and the Institute of Amateur Cinematographers. The collection includes approximately 75,000 catalogue titles and 148,000 physical items in total in the vaults.

Vision Statement

By 2020, the East Anglian Film Archive will be regarded as a world-class regional media archive.

It will be recognised as a central source to access unique audio-visual heritage resources that promote learning, citizenship, community, and regional and national identity; resources that are regularly utilised by national and international media partners.

Mission Statement

The East Anglian Film Archive collects, preserves and protects the rich regional audio-visual heritage of the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk).

It provides and promotes access to these historical materials for educational, research and cultural use, to inform wider understanding of history and culture for regional, national and international audiences. It works closely with media organisations and heritage partners to ensure broader use of those materials.

Purpose of the Policy

The policy is produced to provide guidelines within EAFA and for all stakeholders. The policy sets out EAFA's approach to the cataloguing of its collection and documentation. EAFA aims to ensure that it meets appropriate standards set for the management of public collections. This document forms part of the EAFA collections management policy. Other policies include Acquisition and Disposal policy, Preservation policy and Access policy.

Aim of Cataloguing and Documentation

The aim of EAFA cataloguing and documentation is to provide accurate, evidence-based data and descriptions as a record of EAFA's collections management, to inform EAFA staff and all archive stakeholders, and to enable the identification of material relevant to enquiries, research and projects.

Database and Data Fields

EAFA's database/ in-house collections management system is central to the archive's collections-based work and is designed to enable consistent contextualised data recording, and to minimise duplication of effort. The database design and structure, and the data fields, comply with professional data standards for the archive / library / museum sector.

EAFA works to FIAF cataloguing rules and the European standard EN15907.

Catalogue descriptions are part of the database, with cataloguing fields and protocols following established data standards for the public film archive sector, and actively developed through collaborative projects.

Types of Documentation

Documentation includes

- records of collections acquisition and inventory including physical and copyright ownership history
- the physical and technical description of moving image media and other collections
- records of duplication through digitisation recording the relationship between originals and generations of copies
- description of content of moving image media and other collections
- catalogue descriptions to a standardised format for publication
- records of access and project work based on collections

Pre-existing documentation (such as film makers' lists of their films, catalogues and references in journals) forms part of EAFA's collections documentation, where available, as evidence quoted in its specific context, and related to EAFA holdings.

Information is sought from donors and updated where relevant, for example changes in contact details, or transfer of corporate copyrights.

Data protection is observed for private information such as contact details of donors of collections.

Data Preservation

Paper documentation is filed systematically and stored at EAFA premises in The Archive Centre, purpose-built in 2003 to BS5454 and other defined standards for security and risk prevention. Digital documentation is also filed systematically with back-up and migration systems provided by the University of East Anglia Information Technology service.

Publication of Catalogue

Catalogue information uploaded direct from EAFA's database/ collections management system is published online for public and academic benefit through EAFA website www.eafa.org.uk

It is also possible to view catalogue records on EAFA's collections management system database although this is password protected. EAFA aims to review this and will be seeking external funding to develop a collections management system and subsequently a catalogue which is accessible and user friendly.

Review of Cataloguing and Documentation Policy and Related EAFA Documents

This statement of cataloguing and documentation policy replaces all previous statements, and will be reviewed every 5 years.

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Abbreviations used in this document

- EAFA = East Anglian Film Archive
- UEA = University of East Anglia
- Film = moving image in any analogue or digital format (including film, video, DVD, digital file)

