

F.I.A.F. COMMISSION ON DOCUMENTATION

Meeting at Budapest
on Oct. 13th to 15th 1970

M I N U T E S

Members present:

Mr. Eberhard Spiess, Wiesbaden (Chairman)
Mrs. Eileen Bowser, New York
Mr. Nico Diemer, Amsterdam (Observer)
Mrs. Karen Jones, Copenhagen
Dr. Alfred Krautz, Berlin (Observer)
Mr. John Luijckx, Amsterdam
Mr. Michael Moulds, Ottawa
Mrs. Szatmary, Budapest (Observer)
Mr. Vladimír Vimr, Prague

Mrs. Schlosser, Los Angeles and Mr. Voiculescu, Bucharest
have also been invited but again couldn't attend.

Agenda

Election of a Vice-Chairman.

Indexing and exchange of filmographic information. (Presentation
of an interim result of studies made by Mrs. Jones)

Final discussion of a Commission's publication (directory
or bi-annual information service).

Microfilm projects.

Mechanization.

Reports from Commission members or other reports. (Letter
from Mr. Nair, Poona, concerning the exchange of indexing
information).

Proposals of problems to be dealt with in future.

First session, Oct. 13th, morning.

After welcoming the Commission and introducing the new members from Amsterdam, Ottawa and Prague, the chairman regrets the absence of Miss Davies, London who in the meantime had to resign her Presidency over the Commission due to overwork. He proposes to alter the following items on the agenda. As suggested by Mrs. Jones her exposé on the possibilities of coordinating the indexing of periodicals should not be put as a separate item on the agenda because her studies on this subject cannot be yet regarded as completed. So her statements will be included under 'Reports of Commission Members'. The Election of a Deputy Chairman is suggested for a later session as in the opinion of the chairman the present members of the Commission do not yet sufficiently know each other with regard to an election. Before starting the discussions about a commission's publication the new members and new observers are requested by the chairman briefly to inform the Commission of the documentation work in their archives. After giving technical information in connection with the meeting as to change the time of beginning in the morning to 9.30hrs instead of 10.00hrs a.s.o. the discussion on the commission's publication is starting. The chairman is enumerating the following subjects being important to be put in such a publication:

It shall supply information about the documentation work in the FIAF Member Archives.

It shall introduce the officials in charge of the various Departments.

It shall inform about quantity and quality of stock.

It shall make reference to the main collection fields of the various Archives.

It shall give information about special assignments, studies and investigations under work, carried out by the Archive or by users thereof, in order to avoid overlapping or parallel work on an international basis.

It shall promote the exchange of data between Archives by publishing supply and want lists, in order to possibly avoid

the currently high prices quoted by second-hand booksellers. It shall familiarize with new technical equipment for microfilm copying and for storage possibilities.

It shall state the special publications available and how microfilms can be obtained.

It shall list major private archives or private collectors not being FIAF members.

It shall point out newly appeared special periodicals, giving condensed summaries thereof.

It is agreed by all members that this publication should be a bi-annual one and a sample copy should be produced for the Executive-Committee. All remarks and amendments also should be sent to Wiesbaden.

A circular letter in a kind of a standard form concerning the publication should be sent out to all archives and also to private archives (with no F.I.A.F. membership) twice a year. In the opinion of Mrs. Jones such a letter must have regard to the questionnaire prepared by Mr. Klaue, the chairman of the Commission on Cataloguing. In this connection Mr. Luijckx is pointing out that a Mr. Donaldson, a private Dutch archivist, known to a few of our members is establishing for the Netherlands Film Museum a national filmography because the museum can't do it owing to lack of time and personal. But in any case the national archives should always be asked before whether a private collector has to be asked or not. As far as filmographies are concerned it will be interesting enough to know that for example in the Netherlands Film Museum a card-index filmography of nearly all Dutch-produced films since 1945 is available. The filmographic possibilities in Wiesbaden are pointed out by the chairman. He as well is drawing the attention to the fact of national specialties when establishing filmographies. Sample: In the USA usually when dates are given the day follows the month such as 12-3-40. It will mean 3rd of December, 1940. In the Czech language family names are declined (different endings) if there is no colon between function and name. Sample:

Novel: Ivan Klicpera but: after the novel Ivana Klicpery. Mrs. Jones makes the proposal also to include details about indexes which had been compiled by the staff of archives for books without indexes, and as well which special bibliographies have been elaborated in different archives (like in Copenhagen) and whether the contents of books are indexed.

The questionnaire should contain:

1. Microfilm-publications and reprints in different countries
2. Private archives' collections
3. Quantity and quality of stocks
4. Information about research work under way
5. Experiences with new technical equipment
6. Hints on new publications
7. In which extend articles in periodicals are indexed
8. Forms of card-indexes for articles as used in different archives.

In respect of experiences in filmographic sources it is mentioned that Mr. Frida together with Prof. Toeplitz is working on such a study. Details and results are to be asked during on the joint session. All members agree that a specimen copy of the formentioned questionnaire is to be worked out for the next meeting and then to be sent to all members. The chairman rises the question if members of the Commission can remain init even when they can't continue to attend the meetings or when they had never been able to participate. As a counter-example can be considered the fact that the Commission had not been allowed to ask for participation the Doc.-Department of the Swedish Film Institute owing to differences of opinion between F.I.A.F. and the direction of the institute even though its Doc.-Department is a most capable one.

Changing over to microfilm and computer-problems it is mentioned by Mrs. Bowser that the Moving Picture World and the New York Times are now available on microfilm. But it does

not seem that the film reviews of the latter had been published separately. One agrees to name previously published books and periodicals to the Commission which are interesting enough to be microfilmed or reprinted.

X As the members present don't feel very much informed about computer business Mrs. Bowser makes the proposal to ask Mr. Kula as a competent person for participation in our next meeting. Mrs. Bowser is mentioning a new machine called Scot Copier for to copy stills. It's working in a dry process and though the procedure takes more time one is getting a better print than with similiar machines. It seems to be most useful for identification of stills. Here Mr. Vimr mentions that the Czecho-Slovakian Film Archive disposes of two departments for internal questions of documentation and there is in particular an experience in listing motives of stills. By the way he is informing the Commission that his archive has taken over all the Jiri Trnka-material. Mr. Vimr agrees to report on their system of still's motive listing at our next meeting.

Second session, Oct. 13th, afternoon

As to the proposals for future problems the exchange of working papers between archives prepared by Mrs. Jones is to be mentioned. Further problems of common interest for both of the Commissions are to be put down.

1. Filmographic sources, forthcoming study by Mr. Frida
2. Exchange of filmographic data between archives
3. Translations of subject headings (the Staatliches Filmarchiv, Berlin has already done a lot of preparative work in this field)
4. Study of a key-word system

The chairman is mentioning the list of key-words used and having been sent around by the Deutschen Institut für Filmkunde years ago. When Mrs. Jones is asked to prepare some kind of such an extensible as possible list of headings

she denies due to overwork. So the chairman takes over to work out such a list. Mrs. Jones expresses her opinion to stick to the UDC system as much as possible. The chairman agrees in principle but recommends slight alterations bound to necessities in the different archives. Mrs. Szatmary makes the remark that in the Hungarian Archive there is a bibliography of Hungarian Filmbooks in preparation. The chairman asks the members to think over the future possibilities of compiling national bibliographies later on into a comprehensive F.I.A.F.-Bibliography. For all kinds of such publications additional headings in English and French should be used. In the discussion about related material Mrs. Jones draws the attention to the material published at international festivals. Her proposal is to obtain such material by F.I.A.F. channels. The chairman and most of the other members don't see any possibility for F.I.A.F.'s help. As far as the festivals in the FRG are concerned the chairman will try to take care for the material published at these events and to send it to the Commission members. Within the related material cinema-theatre programmes seem to all of the members a very important mean. The more it is deplored that in various countries publication of programmes has ceased. As they at least gave a good filmographic survey archives, therefore, should think over their possibilities to replace them in one way or in another.

Mrs. Jones is rising the question of publishing film book catalogues in different archives concerning their holdings. If every archive will do so there might be a splendid possibility for establishing a F.I.A.F.-Bibliography later on. The Commission should initiate a computer feeding possibility for the book holdings of all member archives. It is said that Miss Hartnoll, librarian of the BFI, London will be able to do such a work. Members agree to ask her to take over the responsibility for such a future task. In this connection the chairman makes again the proposal also to elaborate lists of the holdings of periodicals like Wiesbaden did covering the period from cinem's beginning until 1945.

Third session, Oct. 14th, Morning

Interims report of Mrs. Jones about indexing. There are four different methods of exchange of indexing information: 1. Sheets, 2. Cards, 3. Catalogues, 4. Magnetic tapes. She produces sample cards for card indexes because she feels - and we agree - that for the time being this method will be the only realistic one for most of the member archives. The lay-out of the cards is discussed and leads to some slight alterations - i.e. all agree that there has to be more space between the positions for director and for nationality, but in principle the card will be adopted as it is. The members are quiet aware that one never will find a system which can apply to every archive. The main problem seems to be how to duplicate the cards or sheets and how to display them generally. The members agree in asking for help of F.I.A.F. when card and system has been finally developed. This should not mean that all the material has to be sent to Brussels for display because it is felt that such a procedure would cause too much delay as the present method shows. The list of the archives at present involved in the indexing exchange and the titles of periodicals concerned are checked, It is agreed on the proposal of Mrs. Jones that she has to send around a questionnaire to all archives whether they can adopt the system of indexing information and whether they will receive this information on cards (small space-saving cards will do) or on sheets. Members agree also not to send this indexing information to all archives automatically. It should be done only in exchange or as subscription against invoice. The existing list of very important periodicals will be amended and altered during one of our next sessions according to our common proposals. The list of periodicals has be sent around together with the questionnaire recommending a broad display at the same time. As far as abbreviations are used we have to try

that they will suit several languages (sample: int. = international; stat. = statistics). All annotations have to be made in English and French. Here Mr. Luijckx is asking which languages the official F.I.A.F.-languages are. He is answered English, French and Russian. The color of the cards will be white as all members agree. The already several times discussed problem of "Cinematografia in Presa" published by the Romanian Archive in Bucharest is raised again and the members again express their wish to incorporate its efficiency into the Commissions work. But Mrs. Jones points out as well that there are too many periodicals indexed which are only of national interest. She has looked through all the editions of 1970 and has counted 165 titles of which 117 were not collected in the Danish Film Museum. Thus probably about 100 title will be of no international interest. The system of a printed catalogue must be desirable in future for our indexing information because it can be computer printed and such kind of printed information will reach more people. Only short remarks in respect of the computer possibilities and the magnetic tapes were made because it is clear that computer services must become cheaper for to facilitate a widespread use. The letter of Mr. Nair, Poona which was not quite understood is discussed in respect of the quoted Indian periodicals. The members agree that the chairman should write to him asking for the names of the most useful Indian English-written periodicals for documentation purposes. The list of periodicals to be recommended for indexing already worked out during the Wiesbaden meeting is again looked through for amendments or cancellations because of the new members. The classification symbols A and B for very important and important shall remain.

Fourth session, Oct. 14th, morning

Continuing with the list of periodicals members agree that such a corrected list is also to be sent out together with the questionnaire. The written report about the poster questionnaire sent out last year by the Netherlands Film Museum is explained by Mr. Luijckx. It is interesting to know that 62 % answers came in. Mrs. Bowser raises here the question to initiate an exchange of posters between archives. The chairman is suggesting to put in our prepared newsletter a column for wanted and offered posters.

Coming to the election of a Vice-Chairman there were proposals for two candidates: Mrs. Jones and Mrs. Bowser. By the members entitled to vote Mrs. Jones is elected Vice-Chairman unanimously. As all items on the Commission's agenda have been dealt with additional proposals ideas and problems are to be mentioned and discussed, i.e. filmographic exchange as point to be talked about together with the Cataloguing Commission. The filmographic sheets on the German productions in FRG sent every time after publishing to Brussels for duplicating and display have not always reached all members of the Commission. Wiesbaden will try to send around these sheets directly. Other circular letters to be sent out from Brussels have not found their addressees according to Mrs. Jones. Mrs. Jones also is telling us that Danmark is preparing a yearly filmographic report like "Biblio-Filmographischer Jahresbericht" from GDR. The members of the Commission are asked to find out possibilities for to establish national filmographies in the near future. When we are closing our session we don't know yet whether and where the next meeting will take place. There is a small hope that Copenhagen may be able to arrange it. Before the joint session together with the Cataloguing Commission is to take place we are invited by the Hungarian Film Archive to have a look on its collections of documentation material.

Fifth session, Oct. 15th, afternoon

In the presence of the director of the Hungarian Film Archive, Mr. Papp, the chairmen of both Commissions Mr. Klaue and Mr. Spiess are giving concise reports about their sessions. Before Mr. Klaue in the name of both Commissions is thanking warmly for the cordial hospitality and the splendid organisation provided by the Hungarian Film Archive and especially by Mr. Papp and his staff. In the general discussion about problems of common interest for both Commissions there are three points to be dealt with:

1. Filmographic sources
2. Unpublished filmographies
3. Terms which are not easily to translate

To item 1 Mr. Frida points out that he and Prof. Toeplitz are still working on the problems which has been raised a few years ago during a meeting for film identification at Gottwaldov/CSSR. A questionnaire will be ready in the end of January 1971 to be sent around to all F.I.A.F. members. But all Commission members are already asked to possibly send their remarks as soon as possible to Prague. As to item 2 all members agree to include it in item 1 being aware how essential the knowledge about such kind of filmographies will be. There is no doubt about the importance of item 3. The only question remains how many languages should be included in such a vocabulary of terms which, in particular, are given in the maximum data list worked out by the Cataloguing Commission. This Commission has already chosen the following 15 languages for translation: Bulgarian, Czechoslovakian, Dutch, English, Finnish, French, German, Hungarian, Italian, Polish, Romanian, Russian, Serbo-Croatia, Spanish, Swedish. Other languages can be added later on if wanted by various national archives. As such translations in some cases will be very difficult definition must come before translation

even if the translation will be a rough one at first. The Staatliches Filmarchiv, Berlin is prepared to take over the necessary responsibility towards this problem. Mr. Klaue will send out this list next month due to remarks of member archives. Place and date for the next meeting are not yet fixed but as Mr. Klaue remarks it will be difficult anyway to organize our next meeting after this marvellous meeting here. The meeting closes with a warm and cheerful speech by Mr. Papp.