

F.I.A.F. COMMISSION ON DOCUMENTATION

Meeting at Prague

Oct. 19th to Oct. 21st 1971

MINUTES

Members present:

Mrs. Eileen Bowser	The Museum of Modern Art, Department of Film, New York
Mrs. Brenda Davies	The National Film Archive, London
Mrs. Karen Jones /Vice-Chairman/	Det Danske Filmmuseum, Copenhagen
Mr. John Luijckx	Nederlands Filmmuseum, Amsterdam
Mr. Michael B. Moulds	Canadian Film Institute, Ottawa
Mr. Eberhard Spiess /Chairman/	Deutsches Institut für Filmkunde, Wiesbaden
Mr. Vladimír Vimr	Český filmový ústav, Prague

Observers:

Mrs. Elzbieta Moszoro	Filmoteka Polska, Warsaw
Mr. Alfred Krautz	Hochschule für Film und Fernsehen, Berlin
Mrs. Šárka Bartošková	Český filmový ústav, Prague

Secretary for Prague meeting:

Mrs. Monika Vydrová

Agenda

- 1/ F.I.A.F. Periodical Indexing Project /Thesaurus of film terms, guidelines etc./.
- 2/ News-letter /draft and contributions/.
- 3/ Miscellaneous.

The Chairman welcomed all members of the Commission on Documentation and also the Observers, Mr. Krautz, Mrs Bartošková and Mrs Moszoro. The Commission was glad to welcome Observers from time to time, he said, but would appreciate being informed in time in order to be able to prepare questions its members would like to discuss with the guests.

Before opening the discussion on the first item of the Agenda, the F.I.A.F. Periodical Indexing Project, the Chairman expressed thanks to Mrs. Karen Jones for all the excellent work she has done on the project.

Mrs. Jones explained the background for the Thesaurus. She had compiled it in collaboration with Michelle Snapes of the National Film Archive, London and had found her help invaluable.

What the Commission has now, is the first draft of the Thesaurus. The Thesaurus is meant to be published in 2 different editions: One which will have English Key-words on the left side in alphabetical order and the French translation on the right column; another one, which will be the reverse.

The Chairman proposed that Commission members voice their points of view in respect of amendments, alterations, eliminations etc. in the Thesaurus.

The following suggestions for amendments in the Thesaurus were agreed upon:

- 1/ The term ACTION FILMS shall be included
- 2/ SUBLIMINAL FILMS shall be included as a RT to ADVERTISING FILMS.
- 3/ COLLAGE FILMS shall be included as a RT to ANIMATED FILMS
- 4/ DRAWING ON FILM shall be included as a NT under ANIMATED FILMS
- 5/ CAMERA ANGLES shall be included
- 6/ The term MUSIC ARRANGEMENTS shall be included
- 7/ The term AVANT-GARDE FILMS shall be included on its own and also as a NT to EXPERIMENTAL FILMS
- 8/ A reference to Associations shall be included:
Associations, USE: ORGANIZATIONS
- 9/ ASSISTANT DIRECTORS shall be included as a NT under DIRECTORS
- 10/ A reference to the term Heavies shall be included:

Heavies,USE:BAD GUYS

- 11/ The use of CENSORSHIP under the Key-word BLACKLISTING was amended to CENSORSHIP as a RT to POLITICS AND THE CINEMA. BLACKLISTING also as a RT to POLITICS AND THE CINEMA.
- 12/ The term BLOW -UP shall be included under the BT CINEMATOGRAPHY.
- 13/ The term COMMENTARY with a reference to Narration shall be included: Narration,USE:COMMENTARY.
- 14/ The suggestion to include term Black and White Cinematography was rejected, as there are no articles dealing with it.
- 15/ After a long discussion, the term CHRIST IN FILMS was eliminated as not being consistent with the arrangement of the Thesaurus. For terms of this type the term PERSONALITIES IN FILMS shall be included with a note: If material deals with actual appearance or portrayal of a specific personality,USE:name of person.
- 16/ The term RELIGIOUS PERSONALITIES IN FILM shall be included with the same note.
- 17/ Under HISTORICAL PERSONALITIES IN FILMS there will be a reference to USE:PERSONALITIES IN FILMS.
- 18/ The term Professions in films will be included with a reference USE:name of profession.
- 19/ Under BIOGRAPHICAL FILMS there shall be a RT:PERSONALITIES IN FILMS.
- 20/ A reference to Cinéma direct USE:CINÉMA VERITÉ shall be included.
- 21/ Under CINEMATOGRAPHY the NT SCHLIEREN shall be included.
- 22/ An amendment specifying a reference from Civil War films USE: WAR FILMS was agreed on.
- 23/ The term COMEDIANS as a NT to ACTORS AND ACTRESSES was included.
- 24/ The reference to Common Market and the Cinema,USE:EEC AND THE CINEMA shall be included.

- 25/ Under the heading MUSIC, the term CONDUCTORS shall be included.
- 26/ Since the term "cutting" is sometimes used in a different sense than the term "editing", both terms shall be included.
- 27/ The term "Death in films" shall be eliminated, as there are no articles dealing with it.
- 28/ The BT CRIME FILMS shall be included.
- 29/ Instead of DEVELOPING COUNTRIES, use of films in, there shall be a reference to the film production of the Developing countries, also a reference to Third World.
- 30/ Since the terms "DOUBLES" and "STAND-INS" can have different meanings, both terms shall be included.
- 31/ The terms DRAMAS, MELODRAMAS, TRAGEDIES shall be eliminated.
- 32/ The term "Eastern Westerns" shall be eliminated.
- 33/ ~~The~~ term "DRUG-TAKING", films on .. was amended to two terms: a/ DRUGS, films on, b/ DRUGS IN FILMS
- 34/ Mrs. Davies suggested the use of the term GREAT BRITAIN rather than UNITED KINGDOM, the first being the term used by UNESCO. Her suggestion was accepted.
- 35/ The term "Entertainment films" will be eliminated. "TRIVIAL-FILME" with RT: B-MOVIES shall be used instead.
- 36/ The term Fiction films shall be eliminated.
- 37/ Under FIRES, the ~~RT~~ RT: SAFETY REGULATIONS shall be included.
- 38/ Since Fascism is not specific only for Germany, the term FASCISM AND THE CINEMA shall be eliminated under GERMANY.
- 39/ Under HERO and HEROINE IN FILMS there shall be notes; If material deals with a specific hero/heroine/,
USE: name of hero.
- 40/ Mr. LUIJCKX pointed out that the official name of Netherland is De Nederlands. Mrs Jones explained that it had been decided to leave out all articles.
- 41/ Under INDUSTRIAL FILMS a note will be included; If restricted to a specific industry, USE: name of industry.

- 42/ Under LENSES the NT:LONG-FOCUS LENSES and NT: WIDE-ANGLE LENSES shall be included.
- 43/ A reference from Lighting cameramen USE: CAMERAMEN shall be included.
- 44/ A reference from Love films USE: ROMANTIC FILMS / an amendment instead of ROMANCE FILMS/ shall be included/.
- 45/ The term McCARTHYISM shall be eliminated as being obsolete.
- 46/ The term MATHEMATICS AND FILMS was amended to MATHEMATICAL FILMS.
- 47/ The term BRITISH DOCUMENTARIES as a NT under DOCUMENTARY FILMS and MOVEMENTS IN FILM HISTORY shall be included.
- 48/ A reference from ORGANIZATIONS,USE: name of organization, preferably abbreviation if such exists, shall be included.
- 49/ The reference Political personalities in films USE: HISTORICAL PERSONALITIES IN FILMS was amended to; ~~PERSONALITIES~~ PERSONALITIES IN FILMS and sub-divisions.
- 50/ As Press Shows and Trade Shows are not the same thing, it was decided to use PREVIEWS as a heading for both.
- 51/ The term PRIESTS IN FILMS shall be eliminated.
- 52/ The term SMELLIES shall be eliminated,for the time being.
- 53/ The term RETROSPECTIVES shall be included.
- 54/ To avoid confusion,the term SAFETY FILM was amended to SAFETY STOCK.
- 55/ The term SEA IN FILMS shall be eliminated.
- 56/ The term SEMANTICS shall be included with a reference to the BT:AESTHETICS.
- 57/ The amendment "Spaghetti" Westerns,USE: NON-AMERICAN WESTERNS /instead of EUROPEAN WESTERNS/ was made.
- 58/ The amendment of the note under STATISTICS to USE: name of subject,was made.
- 59/ The term DADAISM as a RT to SURREALISM shall be included.
- 60/ The term TECHNICOLOR shall be eliminated,as no other colour system is mentioned.Instead,the term COLOUR SYSTEMS with the note "if material deals with a specific system USE:name of system",shall be included. The terms TECHNIRAMA and TECHNISCOPE shall be treated in a similar manner.
- 61/ Under WIDE-SCREEN SYSTEMS a note USE:name of system, shall be added.

- 62/Under the term UNDERGROUND FILMS, the RT:COOPERATIVES shall be included.
- 63/ The term VERSIONS shall be included.
- 64/ The term WEEKS, FILM shall be explained and specified.
- 65/ The term POLITICAL MOVEMENTS AND THE CINEMA shall be included with the following sub-divisions:
- NT: CAPITALISM AND THE CINEMA
 - NT: COMMUNISM AND THE CINEMA
 - NT: FASCISM AND THE CINEMA
 - NT: SOCIALISM AND THE CINEMA
- 66/ The suggestion to eliminate the term "Jews in films" was not accepted as there are many articles dealing with the subject.
- 67/ A subject heading IMPERIALISM IN FILMS, UF: Colonialism in films, shall be included.
- 68/An amendment of THEATRES, FILM to CINEMAS was made.

The suggestions for amendments of the Thesaurus sent to the meeting by Michelle Snapes were discussed.

The commission found her suggestions logical, but could not accept them in all instances. Her idea of eliminating the term "film" is acceptable only in some cases e.g. under aesthetics, semiology, appreciation, awards, criticism, exhibition, budgeting, production, censorship, certificates, projection, projectors, projectionists, legislation, directors, studios, titles, titling, vaults.

As for eliminating the names of countries, all agreed that under the name of a country only material dealing with the film history and film production of the country should be listed. For all other cases the subject shall be chosen and then sub-divisions made.

Mr. Spiess asked the members from "East European" countries if they thought there were any more headings used in their countries, which had not been covered. They had no more suggestions.

The fact that the Thesaurus does not cover a whole field of periodicals that deal with technical and scientific films was mentioned /this applies to the whole Indexing Project/. Mrs. Davies pointed out, that this should clearly be stated in the introduction. Mrs. Jones mentioned that this Thesaurus is not going to be published. It is going to be sent only to F.I.A.F. member archives.

Mrs. Bowser informed the meeting of her talks with Mr. Barker in New York, concerning the publication of the F.I.A.F. Printed Catalogue. They came to a definite agreement to start the project of publishing the Annual of Indexing. Mrs. Bowers had hoped she would be able to bring a ready and signed contract to this meeting, but these things take time and so she has instead brought the terms which are to be either accepted or changed at the next F.I.A.F. executive meeting. Shortly after this, if there are no major objections, the contract will be signed and the publication could be ready at the end of the year.

The two main subjects are: 1/ The financial arrangements,
2/ The method of publication.

Re 1/ F.I.A.F. will get a royalty of 10% on the first 5,000 copies, 12½ % to 10,000 copies, and 15% thereafter. There will be an advance payment, which will be something like an editorial fee. The amount of this advance has not yet been fully determined, but the estimation is between 3,000 - 5,000 U.S. \$. This will be divided into payments partly when the commission delivers the cards, partly when the cards go to press, but within the first year period, which is not the case with royalties. Mrs. Bowser estimates that the royalty payment for the first year, which might be ~~XXXXXX~~ 4,800 U.S. \$, plus the minimum advance of 3,000 U.S. \$, should assure the commission of getting its costs back and enable it to use that money for the next year, so that F.I.A.F. would no longer have to subscribe to it.

Mrs. Bowser then mentioned some legal aspects.

If the contract used should be the standard one, the clauses could be worked out to meet the needs of F.I.A.F. in the following points:

- a/ That the Copyright is in the name of F.I.A.F., not in the name of the publisher.
- b/ That F.I.A.F. receives, instead of the usual number of Author's copies, at least 60 Author's copies, so that every member of F.I.A.F. shall have a free copy.
- c/ Should the work go out of print, because the publisher does not wish to continue publishing it, F.I.A.F. can

get the rights for publication and, perhaps, the ability to purchase the plates etc.

d/There is a time-clause for legal protection, in case the administration of the publisher changes, or if for any other reasons, they fail to publish the work within a reasonable time after the cards are delivered.

e/Should F.I.A.F. decide to produce cumulative editions, conditions will be subject to a new contract.

The commission must prepare some front matter by way of introduction etc. The publishers carry the costs for the cover design.

Mrs. Bowser then explained some of Mr. Barker's requests regarding the technical lay-out of the cards.

Mrs. Jones remarked that there would have to be great changes in this respect, as the cards were originally not meant for the Printed Catalogue. Also, she said, it would be necessary to consider, at this meeting, the lay-out of the Catalogue, i.e. the following questions:

1/How many indexes are to be put in the Printed Catalogue?

2/How to organize the different chapters?

3/If duplicate references are to be made in full extension, or if a number system is to be chosen?

After a long discussion on the problems of the lay-out of the cards for the Printed Catalogue, it was decided that after the page number the article, illustration, filmography would be placed in above order.

All agreed that abbreviations of names of periodicals should be such, as to enable easy recognition of the name.

The commission then decided to give Mrs. Jones a Carte Blanche to prepare the lay-out and arrangement of the cards for the Printed Catalogue in the most clear and economic way and as she thinks best.

Mrs. Bowers will take some examples of cards to the publishers and, after hearing their comments, will verse the final decision in collaboration with Mrs. Jones.

In regard of the question of the Printed Catalogue Indexes, all agreed that only Subject Indexes be included, in English for the time being. Mrs. Bowers will consult with Mr. Barker on the possibilities of editions in other languages later on/French, Russian/.

The list of periodicals to be included was then discussed. The principal question in point was whether to include periodicals of the type: "Monthly Film Bulletin", "Film Facts", the Czech "Filmový Přehled" etc. The general feeling was not to include this kind of material. In order to be consequent, the following periodicals will also be excluded:

"Variety", the Portugese "Celuloide", "Fernsehen und Film", "British Film", "Silent Picture Book"/USA/, "Cinema"/USA/?, "Kino"/Poland/, "Jugend Film Fernsehen", "Film Ideal"/Spain/, "Cinema Revista".

The ^{named} commission then listed the periodicals approved for indexing and the respective archives which will index them /see Guidelines for Indexing/.

It was mentioned, that at a later stage, a different index should be considered, for periodicals of another type, e.g. "Variety".

Mrs. Jones will write to publishers and ask them to send periodicals in time for indexing.

A disussion on the draft on "Guidelines for Indexing" followed. Several amendments were accepted.

Mrs. Jones informed the commission of the financial situation in connection with the Periodical Indexing Project, to date.

So far 5 archives had replied and paid each 1,000 Swiss Fr. making the total sum so far received 5,000 Swiss Fr.

8 archives had replied and confirmed that they will pay at the beginning of 1972. 9 archives had not answered at all.

Another letter had been sent meanwhile, so maybe, there will be more answers. If not, Mrs. Jones will have to ask Mr. Ledoux to do something about it. She asked Mrs. Bowers to mention the problem, at the F.I.A.F. executive meeting.

At least 13 archives are sure to pay, making the total sum of 13,000 Swiss Fr., which is not enough to cover the whole year of the distribution of the File cards. If all the archives, which volunteered to do so in Wiesbaden should pay, there would be a little more money than that needed

to cover the direct expenses. All agreed that the remaining money be used to pay someone for the labour connected with the project. The budget is 31,000 Swiss Fr., including labour.

Mrs. Jones is of the opinion, that the project can be started with the money so far received.

In connection with the Periodical Indexing Project, there were two requests voiced by Mrs. Davies to members from the "East European" countries:

a/for more information for indexing regarding the kind of material found frequently in their periodicals,

b/if their very valuable English language documentation materials could always include original titles.

The commission decided to ask F.I.A.F. to approach people concerned, with the last request.

Mrs. Jones asked members of the commission to express their views on a draft of a letter, which is to be sent to active archives. It is to be an introduction to the F.I.A.F. project and its purpose is to achieve a positive attitude towards the project. All agree, that the letter fulfils its purpose. The importance of the confirmation Forms was stressed. A letter to the passive archives was also approved.

The commission decided to publish a "List of Subject Headings", "Guidelines for Filing" and "Guidelines for Indexing", the last of which will include 4 ~~Indexing~~ Appendixes:
1/Appendix of periodicals indexed in the project, naming the respective archive which is indexing the specific periodical.

2/An Appendix for the definite and indefinite Article.

The one made by Deutsches Institut für Film und Fernsehen can be used.

3/Appendix with the transliteration systems used.

4/Appendix for abbreviations used for periodicals, countries, months and terminology.

All of this will be published in a ^{manner} ~~manner~~ similar to that of the "Minutes" for conferences.

Mrs. Jones reported on her talks with the staff of the Roumanian film archive and informed the commission of the Roumanian system of indexing and of the publication of "Cinema in Pressa", which, since 1968, is published in 120 copies, half of which go to foreign countries. In the present form, the key-words are translated into French. The Roumanian archive would like to publish 2 editions of "Cinema in Pressa" in the future, the second edition being exclusively in French, leaving out Roumanian publications. This should be published twice a year. However, financial problems might prevent them from accomplishing this.

The Roumanian archive is considering adopting the F.I.A.F. system of the Printed Catalogue by changing the form of "Cinema in Pressa" and dividing it into 4 chapters: 1/For general subjects, 2/for specific films, 3/for personalities, 4/for book-reviews.

The Roumanian archive would like to collaborate on the F.I.A.F. indexing project. They asked if the commission would approve of their including, in "Cinema in Pressa", information on periodicals which are included in the F.I.A.F. project/cards/ but which they do not subscribe to.

Some questions were raised by members of the commission regarding the legal aspect and problems which would arise, should "Cinema in Pressa" incorporate material directly from the F.I.A.F. cards. F.I.A.F. shall wish to copyright its work in the name of F.I.A.F. There would have to be some kind of a legal agreement between the Bucharest group and F.I.A.F. The commission agreed it would have no objections if the information from F.I.A.F. cards was used only in the Roumanian issue, but there would be objections to its use in the French one.

The commission expressed a wish to be able to welcome someone from the Roumanian archive at one of the commission's meetings.

The next item on the agenda was the News-letter.

Mr. Spiess showed the commission a prepared draft of the News-letter and asked for comments. A vote was taken on the design to be chosen for the cover.

Mr. Spiess pointed out, that the Deutsches Institut für Filmkunde is prepared to finance the first 2 numbers for 1 year, and to take over all the expenses. The first issue will appear in Jan. 1972.

The following suggestions regarding the News-letter were made:

- 1/ That it include a printed index of lists of bibliographies available in various libraries /later on it would be interesting to know which libraries publish acquisition lists/.
- 2/ There should be a page for publications on documentation in various archives, that have appeared since the last issue.
- 3/ It should be mentioned in the News-letter, that a classification scheme for film literature is being worked on.

In connection with the ~~xxxxxx~~ classification scheme for film literature, a sub-commission of the F.I.A.F. commission on documentation was established. Its members are:

Mrs. K. Jones, Mr. M. B. Moulds and....

Mrs. Davies mentioned that it would be useful if everybody should reply to the F.I.A.F. commission's questionnaire, so that it would be clear who is who in all the archives. Mr. Spiess was asked to, once more, write to the missing archives.

A letter from Mr. Jungstep, from the documentation department of the Swedish Film Institute, was read. His points regarding the periodical indexing project were discussed. Mr. Spiess was asked to answer the letter. A draft of the answer was made.

The Chairman then thanked all members of the F.I.A.F. commission on documentation for being present at the meeting. He also thanked Mr. Vimr and Dr. Zvoníček of the Czechoslovak Film Archive, for making the commission's stay in Prague pleasant.

Mr. Krautz invited the commission to Berlin in 1973, as guests of the Hochschule für Film und Fernsehen. With that, the meeting was closed.