

FIAF COMMISSION ON DOCUMENTATION

Minutes of the meeting held October 22nd-24th, 1973, in London.

Members

Brenda Davies, National Film Archive of the B.F.I.
 Karen Jones, Det danske filmmuseum. Acting President.
 Alfred Krautz, Hochschule für Film und Fernsehen (Staatliches
 Filmarchiv).
 John Luijckx, Nederlands Filmmuseum.
 Michael Moulds, Editor, International Index to Film Periodicals.
 Bujor Ripeanu, Arhiva Nationala de Filme
 Vladimír Vimr, Český filmový ústav.

Observers

Guy-Claude Rochemont, Cinémathèque de Toulouse.
 Frances Thorpe, Slade School Film History Register.
 Michelle Snapes, National Film Archive.
 Gillian Hartnoll, National Film Archive.
 and other members of N.F.A. staff.

Apologies received from Eileen Bowser, Anne Schlosser and Eberhard Spiess.

In her opening remarks, Karen Jones, Vice-President, regretted that the President of the Commission, Eileen Bowser, was unable to attend the meeting, particularly as so many items on the agenda involved work which Eileen had done for the Commission. She also regretted the absence of our other two colleagues, Anne Schlosser and Eberhard Spiess. As a result of the absence of the President it was decided to re-arrange the Agenda as follows:-

- 1) Directory of Documentation Resources in F.I.A.F. Archives.
- 2) Sub-Committee report on classification of film literature.
- 3) Documentation chapter for Basic Manual.
- 4) Guidelines for describing unpublished scripts.
- 5) Periodical Indexing.
- 6) International filmography.
- 7) Any other business.

Two other items were suggested for consideration under "Any other business" if time allowed. These were Television documentation and the future and structure of the Documentation Commission.

First Session

1) Documentation Directory.

Brenda Davies explained that 17 replies had so far been received to the F.I.A.F. questionnaire which the Commission had designed. She had processed twelve of these into standard format for consideration by the Commission. During the discussion that followed, various amendments in the layout of the Directory were agreed. It was also agreed that:

- 1) The publication should be called "F.I.A.F. Directory of Film and Television Documentation Sources".
- 2) A copy of its own entry should be sent to each contributing archive for appraisal before publication. Furthermore the entry should be returned annually to each archive for additions and amendments. Questionnaires should be sent annually to archives who have not replied.
- 3) An index to Special Collections in the Directory should be included.
- 4) Copies of the Directory should be sent free to F.I.A.F. archives and the permission of the Executive sought to sell them to non-FIAF organisations.
- 5) Certain areas of the questionnaire should be modified or amplified. This could be done when returning proofs for appraisal.
- 6) Documentation sources in non-FIAF organisations should be included. These should include film schools, public libraries, television libraries, etc.
- 7) Twenty replies to the questionnaire would provide a sufficient basis for the publication.

Brenda Davies agreed to produce a list of non-FIAF institutions to which a revised questionnaire could be sent. She would also ask F.I.A.F. archives for information about other collections in their own areas.

2) Classification Sub-Committee Report.

Karen Jones explained the history of the classification project and the circumstances in which two separate schemes had been involved. Gillian Hartnoll and Michael Moulds then introduced their schemes. The present drafts of the two schemes will shortly be sent to individual specialists to ask for their comments and both schemes will be tested against as well book material as the FIAF Periodical Indexing cards. Then the final drafts will be prepared, with introductions and the necessary indexes. It was agreed that both schemes could usefully be published but only one could be used for the International Index to Film Periodicals.

Second Session

There was some general discussion on classification but it was generally felt that the two schemes were too complex to judge on sight. John Luijckx suggested that consideration be postponed until the last day of the meetings, if time allowed, and that the Commission should then split into two small groups, one with Michael Moulds and one with Gillian Hartnoll, for informal talks. This was agreed.

3) Documentation Chapter for Basic Manual

Karen Jones outlined the history of the project and read a letter from Eileen Bowser describing how she had edited the contributions from various Commission members. Her draft had already been sent to the Editor of the manual, but it was understood that it was still a draft and while she hoped it would not have to be re-written, amendments could still be made. After some general discussion, it was decided to go through the chapter point by point and suggest amendments where necessary. This process continued until the end of the session.

Sessions 3 and 4

Discussion was resumed on the draft of the Documentation Chapter for the FIAF Basic Manual. Each paragraph was examined in detail and a number of amendments, omissions and additions were agreed.

Sessions 5 and 6

5) Periodical Indexing.

Karen Jones opened the discussion on the International Index to Film Periodicals. She explained that publication of the annual volume for 1972 had been delayed until September although the publisher had received the cards by the end of February. The brochure about the card service had been sent to 700 separate institutions and had also been mailed with the Monthly Film Bulletin, Film Comment and the British National Film Catalogue since July 1973.

Michael Moulds reported on the difficulties he is experiencing in editing the Index from London while the typing and mailing is being done in Brussels. This had caused so much delay that the work was falling seriously into arrears. There had been 78 dispatches in 36 weeks but there should have been 90. The number of cards completed was 3675 but it should have been 4320. Since mid-August 1973 all the master cards have been typed in Copenhagen and forwarded to Brussels. This will not be possible after January 1st, 1974. Delay is also caused by archives who do not send in the indexing forms promptly.

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(At this point there was a short interruption when the Commission was visited by Mr. Keith Lucas, Director of the British Film Institute and Lord Lloyd, Chairman of the Governors of the Institute)

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On resumption Karen Jones present^{ed} the accounts and the budget figures for the year to 31st December 1973 and explained that it had been a difficult year. The project is no longer supported by Danish Film Museum and its regular income has not yet started to flow. Therefore there was a deficit which had been covered by a loan from FIAF; On the other hand, some archives were saving money which might have been spent on the salary of indexer.

Michael Moulds made some proposals for the future of the Index. He felt it to be essential that the project be moved to London where it could operate from his home with one full-time and one part-time typist. There might also be a possibility of the publisher (R.R. Bowker of New York) undertaking the actual physical handling of the card circulation while FIAF retained editorial and financial control. After a long discussion the Commission agreed to recommend that the project be moved to London but proposal to involve Bowker in the distribution of the cards was withdrawn for the time being. The revisions to the budget for 1974 were then presented and the Commission agreed to pass them to the Executive for approval.

Bujor Ripeanu asked about the rival American publication known as "Film Literature Index". A copy of the specimen issue was circulated. Karen Jones described the many drawbacks of the proposed publication in comparison with the FIAF Index and reported on Eileen Bowser's contact with the editors in New York. The Commission felt that even if the rival publication ever emerges (it has not yet started publication) it would present no serious threat to the FIAF Index.

It was agreed that the publishers of the FIAF Index (Bowker) should be asked to send free review copies of the annual volume to the editors of the periodicals indexed.

Bujor Ripeanu raised the matter of the usage of the FIAF Index cards in member archives and proposed that a questionnaire be sent to discover the facts about this. It was agreed that such a questionnaire should be sent to member archives by the Editor and he agreed to bring a draft to the next meeting.

The Commission then discussed periodicals which had been proposed for inclusion in the Index. The decisions were as follows:

FILM UND FERNSEHEN (DDR). Accepted. To be indexed by Hochschule für Film und Fernsehen.

SCREEN (Netherlands). Now two journals of this name. Agreed to go on indexing both during current year. Indexed by the Nederlands Filmmuseum.

UNIVERSITY VISION (UK). Rejected. To be reconsidered later.

FILM LITERATURE QUARTERLY (US).) Both accepted. Editor to seek
THE SILENT PICTURE (US).) American indexers.

DIRIGIDO POR (Spain). Rejected

FILMOGRAPH (US). Rejected

VIEWS AND REVIEWS (US). Rejected

FOCUS (US).) Both accepted. Editor to seek American
DIALOGUE ON FILM (US).) indexers.

YOUNG CINEMA/THEATRE (Czech). Accepted. Czech Archive to index from January 1974.

CINEMA SESSANTA (Italy). Rejected

WOMAN AND FILM (US). Accepted. American indexers to be sought.
SUPER 8 FILM MAKER (UK). Rejected
LE WESTERN (France). Rejected. To be reconsidered.
CLOSE-UP (India). Accepted if Indian archive in Poona will index.

On the question of the inclusion in the index of "filmographic" periodicals Karen Jones gave the following estimates of the extra annual entries that would be involved:

Variety: 750
Monthly Film Bulletin: 500
Film Facts: 125
Guia de Filmes: 500

It was proposed that some of the above, such as "Variety" and the "MFB" should in future be included in the annual volume only if negotiations with the publisher prove satisfactory. (The extra entries should mean an increase in the editorial fee paid to FIAF).

Michael Moulds asked members for suggestions at the next meeting of suitable "non-film" publications for eventual inclusion in the Index.

6) International filmography.

It was agreed that discussion on the proposed International Filmography should be postponed until the problems of the FIAF Index had been settled and should be reconsidered when Mr Spiess was able to be present.

4) Guidelines for describing unpublished scripts.

As a result of discussions on the latest draft of the "Guidelines" a proposal from Bujor Ripeanu was accepted. This will enable a test to be made of the practical application of the Guidelines. Several archives will prepare entries for items in their collections and bring these to the next meeting.

2) Classification Sub-Committee Report.

Further discussion on the classification schemes was cancelled because of lack of time.

7) Any other business.

International Directory of Set Designers.

Under "any other business" Dr Krautz put forward a new project for the Commission. This is the compilation of an International Directory of Set Designers to which all archives will be asked to contribute. This project was accepted by the Commission and a sub-committee consisting of Messrs Krautz, Vimr and Luijckx was set up to study the subject.

Federation Internationale de Documentation.

Karen Jones suggested that the President be asked to write to the above organisation to inform it about the work of the Commission and to ask for details of its programme. This was agreed.

Television.

The question of television documentation will be taken up again at future meetings.

Data processing.

A letter from Mr Spiess on the uses of electronic data processing was reported. He will bring further details to the next meeting.

Next Commission meeting.

John Luijckx will investigate the possibility of holding a meeting in Amsterdam in the spring of 1974. A discussion on the future of the Commission resulted in agreement that it was desirable to keep the schedule of meetings as flexible as possible so as to be able to deal with work as and when it occurred.

After expressing the Commission's thanks to the National Film Archive and the British Film Institute for their hospitality and to Brenda Davies for arranging the meeting the Vice-President closed the session.