

REPORT OF THE DOCUMENTATION COMMISSION, New York, April 16 - 18, 1980

1. The commission has not met since June 1979 in Sofia and does not plan a meeting of the whole commission until the spring of 1981. The subcommission for the P.I.P., also working on matters relating to the cataloguing and classification of film literature, will meet at Bruges May 8 - 9, 1980.
2. The International Index to Film and Television Periodicals
 - a) The volume for 1978, being printed in New York, has been delayed and is now promised for April 20. The decision to print in the United States was taken for reasons of lower costs. Publicity brochures have been sent out to institutions in Europe; Latin America, North America, Australia and New Zealand; they are also being distributed by some FIAF archives, and have been sent to previous customers of MacMillan and St. Martin. Advertisements have been placed in 6 U.S. periodicals, 3 UK periodicals, and one in Australia. The Australian Film Institute has agreed to distribute 200 copies for a handling charge of £3.30 per copy, and if this arrangement is found satisfactory by all concerned, it may be extended for the 1979 volume, when the distribution arrangement with the American Film Institute for the U.S. will also be in effect. Meanwhile, St. Martin's will distribute the 1978 volume in the U.S., having agreed to purchase 300 copies at £10.50.
 - b) The paste-up of the 1979 volume has already begun in the London office. The editor would like to keep the same printing arrangements in the U.S., and believes that the volume would be published by August/September 1980. If the distribution agreements mentioned above are in effect, the editor will have to distribute only 500 copies from the London office.
 - c) The editor has notified all the film periodicals that we index about the change of publisher. She has invoiced all FIAF members for one copy at the cost price of £10. Additional copies will be available at the full rate of £30, or £25, if a standing order is placed. She has not invoiced observers as yet because she didn't know whether the cost price should be extended to them. She is concerned about the loss of possible profits which will make the PIP stand on its own feet, and thinks it quite impossible that the project should pay for free copies for FIAF members, if it is to survive.
 - d) The agreement with INFODOC for the use of part of the space in the London office is attached to this report. Frances Thorpe says it was sent to Jan de Vaal, Brigitte van der Elst and David Francis. She says the arrangement is working very well, and she finds the additional space for storage of supplies and the annual volume and back sets of great help. However, she has concluded that it is no longer necessary to keep extra back sets of cards beyond two years, having already offered them to FIAF archives through the Bulletin. The staff of the London office now includes: the full time editor; a secretary working 20 hours per week; a cutter and collator working 17½ hours per week; a printer working about 10 hours per week; an information assistant working about 10 hours per week. All staff except the editor are on the middle points of their pay scales with two or three steps to progress, and the printer who is paid by the hour at £2 per hour. Mrs. Thorpe wishes to propose that when income from the sale of the 1978 volume has been enough to cover the printing costs, FIAF should consider an increase for the printer to a scale more appropriate to his

expertise and his value to the project; and that she as editor be given consideration for the extra work load and responsibility she has now taken on, that her job might be reclassified to a higher grade. She has reached the top of her present grade. The commission would like to recommend that consideration be given to this request, believing that Mrs. Thorpe's value to the PIP has increased enormously during the years she has had the responsibility for it and that she has indeed shown herself able to assume greater responsibility. If the EC agrees, this matter could be referred to the discretion of our Treasurer, and David Francis. She would also like to increase the number of hours worked by the information assistant from 10 to about 20 - 24 hours at the same time.

- e) Publication of the TV index: Mrs. Thorpe believes that an annual volume would take too much time to produce, at least this year, and proposes instead that a combined volume of the 1979 and 1980 cards be considered for 1981. She is now able to make a firm estimate, based on the first year's experience of indexing the television periodicals. There would be approximately 2,000 entries for each year; a combined two-year volume would result in a book about half the size of the film annual, about 340 pages in A4. For 1,000 copies, it would be a production cost of £3,000. If sold at £10 to £12, we would recover our costs after selling 300 copies. As for the television card series, we now have 26 subscribers to the service. As we have received no support through our link with FIAT, it is proposed that the commission invite M. Castellani to its next meeting with the hope of involving FIAT more. Mrs. Thorpe has corresponded with him and he agrees FIAT should be involved. At the present time, the subscribers are chiefly film and video libraries, and not the documentation departments of the members of FIAT.
- * f) Copies of the budget for the 1978 volume, a revision of the 1980 budget, and proposals for 1981 budget, prepared by Mrs. Thorpe, are attached. In the absence from this meeting of our Treasurer, we merely include them for information, and do not yet know if they have been approved or revised.
3. International Directory to Dissertations in Cinema. FIAF members have responded very well to the request to cooperate with this project. A request will be sent to followup, asking for information to be sent as of the end of 1980.
4. International Directory to Film and Television Documentation Sources. The material for the revised edition should have been sent by now to the Secretariat, and we will ask Brigitte van der Elst if she has received it.
5. International Directory to Cinematographers, Set and Costume Designers. We have not had a report from the subcommission responsible for this task, and hope that Wolfgang Klaue has brought some information from Alfred Krautz.
6. The Classification of Film Literature by Michael Moulds has been just published by ASLIB. With the help of the commission, Michael Moulds will continue to work on revisions for a future edition. The commission is giving consideration to organizing a small seminar on this topic.
7. We wish to propose Jana Vosikovska of the Documentation Department of the National Film Archives in Ottawa as a new member of the documentation commission, to replace Brenda Davies who resigned last year. Her work on the FIAF Member's Publications is known by all FIAF members, and we believe she would be a real asset to the commission.

Eileen Bowser
President of the commission