

MINUTES OF THE MEETING OF THE FIAF DOCUMENTATION COMMISSION

HELD IN PLOVDIV, 27-30 MARCH 1984

Present: Eileen Bowser, Karen Jones, Alfred Krautz,
Michael Moulds, Aura Puran, Eberhard Spiess,
Milka Staykova, Frances Thorpe

Apologies: Jana Vosikovska

Observer: Magdalena Kirkova (Bulgarska Nacionalna Filmoteka)

1. Adoption of agenda

It was decided to add to item 2. approval of the minutes of the Madrid meeting.

2. Approval of the minutes of the following meetings:

- 2.1 Documentation Commission, Madrid October 12-13, 1981
Corrections: p.5 no.9 - omit the last half of the first sentence in the final paragraph.
p.5 no.10 - Set Designers Working Group would meet (not had met)
Minutes approved.
- 2.2 PIP Working Group, Stockholm May 26-28, 1983
Corrections: p.1 no.2.1 The TV volume was published in April not February 1983.
p.1 no.2.3 "...It was suggested that three plastic folders were offered at an extra cost of £15."
p.5 no.14 - "Karen was asked to send a copy of the Unesco Report and article..."
Minutes approved.
- 2.3 PIP Working Group, Copenhagen November 3-6, 12-14, 1983
Minutes approved
- 2.4 Cinematographers, Set- and Costume-Designers Working Group meetings in Rome and Berlin
Combined verbal report presented by Alfred Krautz at agenda item 6. Future meetings will produce written reports which will be sent to Milka for circulation before Commission meetings

3. Approval of Working groups guidelines

The Draft was discussed and the following text agreed for 4.

"The Commission will appoint one of its members to be secretary of each working group who will be responsible for the following:

- a. submitting to the president of the Commission six weeks prior to the autumn/winter meeting of the Executive Committee a working plan (including meeting schedules, budgets etc.) for the following year and a survey of activities which might involve extraordinary expenses for the year after;
- b. preparing.... Commission within two months of the meeting."

The text for 5. was also changed as follows:

"Members of the Commission may belong to more than one working group or work on other agreed projects"

4. Discussion of the Guidelines for the work of Commissions...

These Guidelines had been approved by the Executive Committee in October 1982 and it was agreed to implement them for the Documentation Commission starting from the Plovdiv meeting. This meant there should be a two-year review sometime in 1986.

The minutes of the other Commissions should now be circulated to us.

Budget schedules in future should be prepared as follows, a full budget for 1985 and an outline budget for 1986 to be presented to the autumn/winter 1984 Executive Meeting; a full budget for 1986 and an outline budget for 1987 to be presented to the autumn/winter 1985 Executive Meeting and so on.

The agreed Commission budget for 1985 was 100,000BF.

5. International Indexes to Film and Television Periodicals

a. Television volume 1981-82 - computer input nearly completed and publication hoped for within two months of this

b. 1983 Film volume (see also minutes of the Working group for Copenhagen 1983 and Plovdiv 1984). The volume may be ready by July 1984. It was felt better to retain three alphabetical sequences - subjects, films & programmes, personalities - in the new-format volume. Michael would look at adding cross-references to cover entries which used to appear in the Subject Index but do not appear as direct headings in the new arrangement eg individuals appearing as ADAPTORS, countries when they are subdivisions of ... subjects, organizations etc. The suggestion of dividing the three sections by a coloured sheet would be investigated.

The problem of adding accents/diacriticals by hand was discussed and the Commission decided these should be retained. It was authorized that Michael should employ someone to add these onto copy for the 1983 volume and 1984 fiches. Milka would investigate special funding during the Vienna Congress. An estimated three weeks would be needed for the work.

c. Fiche services

Michael reported that title cross-references had been discontinued on dispatches but would be included on the final dispatch of the year.

Michael to investigate Jana's suggestion in her letter to include a index to directors in each dispatch. A Directors' Index will be sent as a supplement to the 1982/83 fiche. Karen asked Michael to investigate the technical quality of the fiche. It was agreed to accept diazo copies but they needed to be clearer.

5 . . c (cont.)

The subject heading on the fiche should be changed in future as follows: Festivals to Production becomes

Festivals - Production

Michael would investigate a cumulative fiche edition for the TV service to cover 1979/81. Continuation of the TV fiche service after sales of the 1981/82 volume were known to be discussed by the PIP Working Group together with possible savings and budgetary implications.

d Periodicals indexed

Michael reported that much of the TV indexing was not being carried out resulting in fewer entries. Film entries had exceeded estimates in 1983.

Outstanding indexing: Fernsehspiel im ZDF - Stiftung Deutsche Kinemathek, TV/Radio Age - Library of Congress not able to continue indexing; Soundtrack.

Comments on the minutes of the PIP Working Group, Copenhagen Nov 1983, item 3.g: Bulgarian Film, Stills, Film News, Film Dope and Cinefex have been added.

Michael had added Filmhaftet although this was rejected and Karen thought that MacGuffin was so similar it should also be included.

From the list of periodicals to be added when indexers were available Eberhard advised against Kino German Film. Channels was arriving and would be indexed by Michael.

From the list of periodicals to look at again Filmbeobachter had now become Film and it was agreed to add it and Eberhard agreed to do the indexing. Retro should be looked at again and Film Spektrum (GW)

Michael had received no news from Dr Cincotti about which Italian journals should be indexed. Cinema (Buc.) is still being included. Information (GW) still continues, Information (GE) has ceased publication.

e Selective indexing of periodicals

This takes place at present for Variety where reviews and obituaries only are indexed; Filmowy SP where only national production is indexed (and Guia de F which had ceased publication).

It was pointed out that for some countries the credits in Filmowy SP might be the best available from periodicals which they could subscribe to. It was decided to discuss this again at the next PIP Working Group. It was also decided not to index periodicals in 'minority' languages selectively.

f American Film Institute

Michael had received a letter stating that the AFI was no longer able to undertake US sales. Printing costs for the 1981 film volume had been recovered and the Museum of Modern Art was happy with the position. It was decided to ask Brigitte to write asking for the following information: full accounts from 1983 regarding receipts of money, whether the 1982 film volume has been sold and sent out, a list of Standing Order subscribers with addresses, a list of outstanding debtors to be chased, existing stocks of film and TV volumes to be accounted for and all future orders and enquiries to be redirected to the London office until a new US agent was found. Michael would draft this letter for Brigitte and was prepared to chase debtors. He suggested approaching the Ebsco subscription agency to see if they were interested and this was agreed.

5.g Australian Film Institute

They had withdrawn from distributing the film volumes during 1933. Michael would investigate Ebsco for this area and the Australian Film & TV School.

h Publicity

A sendout would take place when the 1981/82 TV volume is ready and would promote the volume and the 1983 Film volume. Michael had good stocks of brochures - Karen needed 50 of each, Eileen 50 of each and the same for Eberhard.

It was decided to add an extract from Barrie Macdonald's review of the 1979/80 TV volume to the flyer for the next volume.

Frances to prepare some publicity for the FIAF Bulletin, Autumn issue and also send list of addresses for publicity to individual archives to check & complete.

i Miscellaneous

From 1984 all invoices for volumes will include an extra item for postage

Michael to ask IN A if they may change from cards to fiche for the TV service.

Michael to prepare a list of all periodicals indexed by the Film and TV services giving details of all issues included, dates covered and abbreviations

Michael to prepare a list of all currently indexed periodicals giving addresses

6 International Directory of Cinematographers, Set- and Costume Designers

Alfred presented a verbal report. Volume 1 (160p., 68DM) nearly sold out and 500 copies had been printed. Reviews excellent. Volume 2 (76p., 98DM) had not yet received any French reviews. Volume 3 (297p., 98DM) had just been published and there were no reviews yet. Volume 4 would appear in the autumn of 1984 and Volume 5 in 1985. Future volumes were being prepared by relevant archives who have accepted this task.

Reviews were circulated from Film-Fest-Journal, Quality Monitor, Incite, Kirche & Film and Film & Fernsehen.

The Executive Committee and the Documentation Committee congratulated the editors and contributors on their work.

It was noted that the brochure of FIAF publications would need to be amended to include all volumes now published.

7 International Bibliography of Dissertations on Cinema

Eileen presented a verbal report. There is no deadline for the next edition and ~~xxxx~~ a letter outlining the information required was given out. A copy needs to be circulated with the minutes as there were not enough at the meeting. Karen raised the problem of international comparability of such dissertations and the need for some guidelines. Frances explained the difficulty in obtaining such information in countries such as the UK where it was not held centrally. It was felt that the publication was useful even if incomplete and Eileen was thanked for her work on it which she would be continuing.

8 Third edition of the International Directory of Film and Television Documentation Sources

Questionnaire: additional questions on use of computers in the documentation department and any print-out facilities offered; whether the library is prepared to loan material nationally and/or internationally.

Other points:

French translation needed checking

Television collections may hold other categories of material

Descriptions of FIAF AND FIAT needed at the beginning

Identify if organization belongs to FIAF and/or FIAT

Identify entries which are reproduced from last edition because no new information received

Identify entries which appear for the first time in this edition

Include one page advert for FIAF (and FIAT) publications

Include publicity for PIP

Unpublished scripts - this should be made clearer, eg either number of scripts, or number of films/TV programmes represented by scripts

p.6, IV - Do you subscribe to the PIP? Film &/ TV?

Do you carry out other indexing?

Bring together Film and TV collections established from sections II and VIII

Special collections - please list only major collections

Section III - clarify which cataloguing rules used, which classification scheme used or how is material organised

Agreed to use same cover design but with different colours - orange background and dark red?

Frances to circulate new Draft Questionnaire to DC members quickly

Eileen reported that MOA had sold about 135 copies and will continue to sell during 1984. Purchasers address list would be sent to Frances.

Two column page would probably be used to save space.

9. Revised edition of the FIAF classification scheme for literature on film and television

Karen reported that the first edition had been published in 1980 by Aslib and that there were 13 known users.

The experience in using the scheme in Copenhagen and Australia had shown that some revision was needed especially with regard to areas of TV and video.

It had been decided at the PIP Working Group in Copenhagen to set up an Editorial Committee to revise and update the classification.

This committee comprises Rosemary Curtis (Australian Film & TV School), Margaretta Nordstrom (Stockholm) and Jan-H ein Bal (Netherlands) and was agreed by the Documentation Commission.

A first draft was being circulated to the Editorial Committee and they would meet in Copenhagen to prepare the second draft by the end of June.

The second draft would be circulated to all users, Eileen and members of the Documentation Commission.

It had been hoped to hold a workshop for users in Lisbon but as Teresa was leaving this was not now possible. It was hoped to hold one in Amsterdam or Copenhagen and when the dates were known they would be circulated immediately.

9 (con t.)

The new edition would be published by the PIP office in February 1985. It was agreed that the Editorial Committee should remain in existence to work on future expansions and editions.

Michael was asked to write to FID before publication to seek permission to reproduce UDC schedules and send a copy of the first edition. He also needs to check with Aslib for copyright clearance and list of purchasers. It was agreed that Michael should share copyright with FIAF for the second edition.

The new edition will combine the film and TV production classes based on work done by Rosemary Curtis. Video needs decisions on how much to merge and how much to separate and prefix with V. Karen is using the prefix M for Mass Communications material and Rosemary has developed the prefix R for radio material.

10 Revision of the Documentation Department chapter of the Handbook for film archives

Karen offered to update the bibliography and her offer was gratefully accepted.

First deadline is December 1984 but material may be presented by the 1985 Congress. Eileen will be working on it during Summer 1985 and FIAF will publish it in 1986.

Michael was asked to scan for references to the Indexes and update or expand where necessary.

The following changes and amendments were agreed:

- 2.1 Insert details about acid-free boxes
- 2.3.1 change number of books from 25,000 to 35,000
- 2.3.2 Karen to update with bibliography
- 2.3.3 Omit NCR paper
Omit final phrase "in large libraries"
- 2.3.4 Michael to update
- 2.3.5 Add reference to Karen's paper for the Madrid workshop
- 2.3.6 Frances to update with information concerning electronic typewriters
A reference to AACR2 needed to be added "several countries have now adopted the Anglo-American Cataloguing Rules"
- 2.3.7 Michael to make the second paragraph stronger
Examples needed to show difference between 'see' and 'see also' references, and also letter-by-letter and word-by-word filing order with reference that word-by-word is preferred as an international standard.
Karen needs to add AACR filing rules to bibliography
- 2.3.8 Add 'Books may be arranged on shelves in many different ways, eg By classified order.....' omit "very" -
Insert "usually".
"If this method is employed...."
"However as many libraries no longer make inventories there is no...."
Delete "It is not..." and add "...should only be considered for closed-access systems".
- 2.4.1 Michael to update information about the PIP
Omit A. Reilly (28)
Frances to check periodicals available on microfiche list and send Karen a copy for the bibliography
- 2.4.3 "A special periodical index card but"
- 2.4.4 "...it may be useful to by other aspects eg. country of publication".

- 2.4.5 Michael to look at whole section
- 2.4.6 "...at which time it is recommended that they be sent to the book binder"
- 2.5 Omit "can" and add "should" to last sentence eg " Pamphlets should normally be treated like books procedures. If there are insufficient resources to do this pamphlets may be stored in subject order."
- 2.6 "Such materials are important to collect as they provide a production."
- 2.6.1 "Except in countries with nationalised production most unpublished scripts are "
- 2.7. Frances to comment
- 2.8 Frances to comment
- 3.1 Eberhard to comment
- 3.2. Eileen to revise
- 4.1 Access- Frances to comment
- 4.2. Karen to comment
- 4.3 Frances to comment
- 4.4. Frances to expand
- 5 Karen to revise and send to Frances to check over
- 5.3. Directory questionnaire replies
- 5.4 Divide into two a) FIAF b) other standards

11. Information about Executive Committee and annual Congress meetings

Eileen reported that a new category - non-FIAF subscribers - had been agreed. These members would receive unrestricted documents and pay a subscription at the same rate as observers. At present the UN Film & TV Library was the only member in this new category.

1985 Congress to be held in New York. Ron Magliozzi would be organizing a display of FIAF publications in the Film Study Center of MOMA together with duplicates for delegates to take away. PIP needs display materials.

Projects being submitted to Unesco by FIAF were discussed:

- a) Support for archives wishing to subscribe to the Index in developing countries was considered to be very important as a follow-up to the interest shown by Arnaldo and representatives of developing countries in Stockholm, and also now that a draft letter had been discussed by the EC at their 1984 meeting in Toulouse.
- b) Feasibility study for international centre for film & TV documentation - Karen and Frances agreed to update the report if Unesco showed serious interest
- c) Regional training seminars - members of the DC were willing to help
- d) Translation of the Classification scheme into French and Spanish - costs for publication would be very useful.

Milka reported that FIAF had agreed to loan £5,500 for the 1983 film volume on condition that we had repaid the loan for the 1982 volume. £870 had been given for the publication of the new edition of the classification scheme in 1985 and £700 for publicity for FIAF and the Index in 1984.

11. (cont.)

Eileen reported that the EC was very appreciative of the work of the Commission. Milka will find out if there are any funds available from the 1984 budget for publishing the booklet to accompany the ten-year microfiche edition (costs between £100-£300).

Milka also to report at the 1984 congress that the Index will try to include an Indian film journal, Michael to discuss titles with Janet Moat at BFI.

12. New projects suggested by the FIAF Congress in Stockholm

a) Coverage of articles in non-film periodicals

It was decided that, due to the need to expand to cover more film and TV periodicals when indexers and finance were available, a different solution should be offered to help locate articles in non-film periodicals.

Jana would be asked to prepare a list of national and international abstracting and indexing sources (printed and computer-based) of use in this area. The list would be circulated to DC members by August 1984 if possible and comments would be sent to Karen by October 15 1984 so that they could be discussed during the PIP Working Group meeting.

Entries for each source should give information of the titles of periodicals/newspapers covered, sample page where film entries are cited; address, price and frequency of the publication. Abstracting/indexing publications in the humanities and in the major languages would be looked at as being the most useful sources.

The final list would be circulated to FIAF members and included in the FIAF Handbook.

b) Setting up a bibliographical file of articles on film archive activities appearing in cultural magazines

Such articles are being sent to the Secretariat at present. They cover items about archives and preservation. Michael was asked to discuss this with Brigitte and try to act as the coordination point in future. Incorporation of these details with the PIP or as an associated service would be discussed at the next PIP Working Group meeting. The project was thought to be very useful and one which we should try and undertake.

c) A survey of international title equivalencies

There was some provision for this in the PIP already, apart from the original title there were cross-references from other co-production titles and English and American release titles. Research into equivalent titles in other languages was felt to be the work of individual archives and not the DC.

d) A central registry for duplicates of books and other materials

A very important project which had been an objective of the DC for a long time but was beyond our present capabilities. Such an idea was built into the Unesco feasibility study.

12. e) Ideas for FIAF's 50th anniversary to take place in Paris 1988

Eileen outlined the idea of a FIAF Anniversary Book and Aura was requested to write and compile a history of the DC. Details of meetings, publications, members etc. could produce a detailed history for members of the Commission and a shorter version could be included in the Anniversary Book. Aura to liaise with Eileen. Special funds might be available for this project and the project will be discussed in Vienna 1984.

Some photos would also be included and members of the Commission were asked to look through their collections for possible items.

13. Relations with other international organizations

This mainly concerns Unesco and the possibility of support for developing countries wishing to subscribe to the PIP see 11 (a).

No support had been received from FIAT for the PIP in terms of funding and the number of indexers had declined.

14. Discussion of proposals for joint projects with the Cataloguing Commission

Appendix 4 was discussed as follows:

1. Draft cataloguing rules to be circulated to DC members who would reply direct to Harriet
2. Ditto
3. Common standards - liaise on those of mutual interest
4. Developing definition for cataloguing terms used in common - the DC would pass to the CC information relating to these from previous minutes
5. Rules for cataloguing various types of documentation material - comparison of existing rules would be useful, eg International Standard Bibliographic Description (ISBD), Anglo American Cataloguing Rules, FIAF script cataloguing rules etc. Perhaps a questionnaire could be sent to determine existing practices in archives and volunteers could assess different materials.
6. International Documentation Centre - see 11 (b)
7. Might be possible updating the Copenhagen Summer School papers and delegating subjects. Two commissions could run parallel or perhaps separately with an overlap in the end of one school and the beginning of the other.

Karen suggested an extra item for the agenda, namely to discuss the possibility of a joint Working Group to coordinate information on applications of new technology and computers within film archives.

15. Not discussed due to lack of time. Suggested that this is an important item and should come at an earlier point on future agendas.

16. Future meetings

Eberhard offered to host a meeting in Frankfurt with some subsidy for meals. Approximate costs - hotels 40-45DM per day for Bed & Breakfast. It was agreed to think about this for a Commission meeting in October/November 1985 and perhaps also hold a PIP Working Group meeting at the same time.

The PIP Working Group would need to meet before the next EC meeting in Rome mid-November 1984. Milka would prepare a budget for 1984 for the DC after Vienna and when it was known about Rosemary Curtis' expenses for attending the PIP Editorial Board for the revised classification. It was possible that the PIP Working Group would meet during the classification meeting in Copenhagen/Amsterdam.

Eberhard also offered the possibility of a meeting in Italy and it was decided to investigate this for 1984 or 1985.

17. Any other business

1. Following the discussion of the Guidelines for the work of the Commissions (see 3.) it was decided to draw up a list of the members of the Documentation Commission together with a list of Working Groups and approved tasks.

Eileen announced that this would be her last meeting and that she was formally resigning after the Plovdiv meeting. The Commission recorded a vote of thanks for all her service on the many projects and especially for representing the PIP through its many struggles.

Milka announced that John Luijckx was now no longer a member as he had left the Netherlands Filmmuseum.

Membership of the DC was as follows:

FIAP classification scheme Working Group: Karen, Michael
coopted experts: Jan-Hein Bal, Rosemary Curtis,
Margaretta Nordstrom

History of the DC Working Group: Aura

International Directory of Cinematographers, Set &
Costume Designers Working Group: Alfred, Eberhard
coopted experts: Michelle, Bujol, Schwalbe, Martinelli

International Directory of Film & TV Documentation Sources
Working Group: Frances

International Index to Film & TV Periodicals Working Group:
Michael, Karen, Milka, Jana, Frances

Handbook for Film Archives ad hoc Working Group: Eileen with
Karen, Michael, Eberhard and Frances

2. Other projects

The following projects were considered worthwhile and would be supported in principle by the DC; they would not, however, be DC projects:

International Bibliography of Film Literature - Aura announced that she was working on the 1982/83 volume and would then catch up with the years 1975/81. She circulated details and was asked to add a deadline for information. Members would try to assist with this.

17. 2(cont.)

Bibliography on archiving audiovisual materials/Audio
visual resources in libraries, museums and archives -
bibliography

This proposal was received from Jana. It was not clear if this was a bibliography on how to preserve av materials or a list of collections. Milka would get clearer information and the PIP Working Group would discuss again at their next meeting when it was hoped that Jana could be present