

FIAF DOCUMENTATION COMMISSION

MINUTES OF THE FIAF CLASSIFICATION SCHEME WORKING GROUP MEETING
Copenhagen June 1-6, 1984

Present: Karen Jones, Michael Moulds, Margareta Nordström
Apologies: Jan-Hein Bal & Rosemary Curtis

1. First draft of the revision of the full version

In advance of the meeting the 1. draft of the revision of the scheme had been sent to all members of the working group. Sections FT0-1,4-9 had been prepared by Karen in cooperation with Margareta and Michael. Sections FT2-3 had been prepared by Rosemary in cooperation with Mary Knox from the Australian Film & TV School. Jan-Hein and Rosemary had sent written comments on the 1. draft. At the meeting the sections of the 1. draft were discussed one by one. Due to lack of time certain sections were not dealt with in detail. The written comments were discussed in connection with the relevant sections and suggestions which were agreed upon by the members who were present, were accepted for the 2. draft. For details of the discussions see summary of major decisions taken for the 2. draft (only mailed to members of the classification working group).

2. Second draft of the revision of the full version

Karen to prepare and send out sections FT0-1,4-9 in cooperation with Margareta. Michael to prepare and send out sections FT2-3 in cooperation with Rosemary. To be mailed, if necessary in sections, to all known users of the scheme as soon as possible and not later than August 15. Deadline for comments in writing: October 1. Written comments will be circulated by Karen to members of the classification working group. The 2. draft will be the basis of the discussions at the classification workshop in Lisbon in October.

3. Abridged version

Jan-Hein should mark up one copy of the 2. draft (with yellow? fluorescent, e.g. Stabilo Boss) with his proposals for the abridged version. Both numbers and words should be clearly marked. In Lisbon it will be discussed how to deal with the abridged version in the future.

4. Workshop in Lisbon

The workshop for users is now scheduled to take place in Lisbon, October 23-28 (day of arrival: October 22; day of departure: October 29), in cooperation with Cinemateca Portuguesa. In Copenhagen it was agreed that we should try to extend the workshop with one day to allow for an excursion of Sunday October 28. This possibility will be discussed with Teresa and Rui before the final dates are announced to the participants.

Members of the working group should try to meet in Lisbon one day prior to the workshop (on Monday October 22) in order to make the last preparations together with Rui. Unfortunately Rosemary will not be able to come to Lisbon. The other members of the working group will alternate in chairing the sessions of the workshop.

Before the Copenhagen meeting Karen had sent an invitation and a questionnaire (on the use of the FIAF scheme) to all known users of the scheme. Deadline for confirming attendance in the workshop and for returning the questionnaire was June 1. By July 15 the following had confirmed their attendance: Margareta, Jan-Hein, Michael, Karen, Sheba Skirball (Archion Israeli Leseratim), Maris Dolores Devesa Orts & Ascensión Baranano (Filmoteca Espanola), Renate Wilhelmi (Deutsche Film- und Fernsehakademie) and (maybe) Helena Almoina Fidalgo (Filmoteca UNAM).

Unfortunately it seems that none of the Australian users will be able to attend. However, there might still be a few more other users who will attend. Karen has sent a reminder to those who have not yet replied and Michael has written to Ronald Monteiro to know if there are any users in South America.

Teresa Fernandes and Rui Brito have preliminary booked hotel rooms for 15 people. In order not to put too big a burden on our Portuguese hosts we have suggested that the participants pay their hotel costs and a fee for lunches, excursion etc. upon their arrival in Lisbon. Accordingly we will not claim a participation fee in advance.

Preparations for Lisbon:

Karen to communicate with the participants about practical details.

Michael to check with British Standards whether the UDC International Medium Edition (in English) is published in August, as scheduled. If yes, members of the working group should try to acquire a copy to bring to Lisbon.

Jan-Hein should try to get a few free copies of the green brochure: "UDC: a brief introduction" by Geoffrey Robinson (FID 574) from FID to bring to Libon.

Karen & Margareta (and possibly Jan-Hein and Rosemary?) to xerox title pages of "difficult" books to be discussed in Lisbon during the relevant sessions.

Karen to prepare a summary in diagram form of questionnaire replies.

Karen to prepare preliminary programme and mail to participants.
Final programme & list of participants to be prepared by members of the working group on October 22 in Lisbon.

Karen to prepare material on UDC auxiliaries for distribution in Lisbon.
The participants should prepare an oral report (not more than 5-10 minutes) on the application of the FIAF scheme in their respective libraries.

Material to bring: 1. edition of the FIAF scheme; 2. draft of the revised edition; UDC: abridged English edition (B.S.1000A) (or a local UDC edition); any other relevant materials (classification manuals, samples of entries in subject index, authority file, etc.).

5. Second published edition

The lay-out for the printed 2. edition was discussed briefly.

The format of the publication will probably be looseleaf.

The full version of the tables will be printed on the right hand pages as before.

Notes will be extended a lot and will be printed (together with examples) on the left hand pages.

The abridged version will follow after the full tables, unless it can be indicated in some other way.

The breakdown of numbers by UDC will be limited to only a few examples.

The subject index will be extended to include subjects which are not listed in the tables (e.g. notations in combination with UDC numbers).

UDC auxiliary tables will not be printed in the published edition, but will be made available to users of the scheme.

6. Future work

It will probably be necessary for the working group to meet again in January 1985 to make the last preparations for the 2. edition, such as taking decisions on notes, examples, final lay-out, last-minute additions, etc.

10.7.1984
KJ