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MINUTES OF THE PIP WORKING GROUP OF THE PIAF
DOCUMENTATION COMMISSION
Lisbon, 29-31 October 1984

Present: Milka Staykova, Karen Jones, Michael Moulds
Frances Thorpe

1. Adoption of the agenda

The items were agreed with the following addition:
2. add "and the minutes of the PIP Working Group held in Sofia, March 25, 1984"

2.1 Approval of the PIP section of the minutes of the Documentation Commission meeting, Plovdiv, 27-30.3.84

These minutes were approved with the following changes:

5.d Periodicals indexed

'Soundtracks' was not outstanding, indexing had commenced in 1984

'Filmhaftet' had not been added

- e add featured obituaries only are indexed
'Filmowy SF' where only East European production is indexed and bio-filmographic information on Polish personnel

'Guia de F' has not ceased publication

9. The names of Michael Moulds and Karen Jones need to be included in the Editorial Committee

10. add that Karen offered to be responsible for collecting material for revision of the chapter on the Documentation Department

- 17.2 add the International Bibliography of Dissertations on the Cinema - Eileen and Milka

- 11.a change to "...now that a draft letter had been presented for discussion to the EC at their....."

2.2 Approval of the minutes of the PIP Working Group meeting, Sofia, 25.3.84

These minutes were approved with the following change:

1. Accounts 1982 Film volume - £6400 to be repaid

3. International Indexes to Film & TV Periodicals

- a) Report by the Editor on accounts, sales, subscriptions etc.

Staff - Marie has left and Susan Oates replaced her on a full-time basis from October. She is learning the computer input work and may do some editorial work later. She is on Grade 5, step 2.

3. a) (cont.)

Michael presented Accounts and Budget comparison for 1/1 - 7/9/1984.

Wages are likely to be below budget

Office costs as predicted

Postage is over budget but as postage is now being invoiced separately there will be some extra

Income received.

Travel & subdries as budget.

Annual vol. costs: Film vol. 1983 should cost about £4000 including the cartons for posting;

TV vol. 1981-82 estimated cost £2200 including cartons

Publicity represented the costs of reprinting leaflets and order forms

FIAF loan repayment would be met.

Michael reported that the income from interest on the London Bank account was causing tax problems and he was investigating this.

Michael also presented the 1985 Price Lists for \$ and £ rates.

1985 Budget. This may need to be discussed by the EC and Supporters in New York in May to take account of the situation with St James (see e.)

b) The microfiche services continued with no break despite staff changes. No. 7/84 posted in October.

10 year cumulation - details of current position circulated with these minutes. Cost is £195, £170 to FIAF members. The negatives are now held by FIAF. It was suggested to offer a lower price for a diazo set, and sell at £140 to FIAF members on silver halide and £115 on diazo. Michael would circulate a letter to FIAF members and PIP subscribers who have not yet purchased the 10-year cumulation concerning this Bargain offer and describing the advantages including the Directors' Index etc.

c) Publication of booklet for the 10-year microfiche

Milka had asked for £730 based on Michael's Jan 1984 estimate. The EC would discuss in Rome (November). If agreed the money will come from the 1984 Budget

d) Annual volumes

Michael reported that the 1983 Film volume was dispatched to all subscribers except for US and Canada in October 1984. Delays had occurred due to the printer not inserting 3 card dividers. Michael also dissatisfied with the uneven quality of the printing and the cover creasing. Will investigate alternatives for the 1984 volume.

The TV volume 1981-82 is expected to be ready before the the end of 1984.

3. (cont.)

e) Promotion

American Film Institute had sent \$9797.12 as receipts for the 1981 and 1982 volumes. The list of Standing Orders and final accounts were still outstanding but promised soon. The AFI reported difficulty in chasing subscribers who had not paid.

George Walsh of St James had agreed to act as distributor for the Film and TV Indexes. A letter outlining terms had been received and Michael was asking St James to consider marketing the microfiche services also. St James were prepared to let FIAF continue selling to existing subscribers direct, and/or market only in North America. Michael would continue to negotiate and report development to Milka as soon as possible. It was unanimously agreed that the offer was very generous.

In the meantime Michael would send a selective publicity mailing with both brochures to non-US addresses.

Michael would also check "Microforms Annual" and prepare an entry.

Karen also reported on the publication "Libraries in the UK" (Library Assn./Oryx) which should be checked against the PIP mailing list.

Two reviews in German had been received. Publicity had been displayed at the International TV Studies Conference in London (July 1984), at the 'Audiovisual Librarian' conference in Exeter (July 1984) and at the FIAT Congress (Madrid, Oct. 1984)

Publicity brochures - £700 had been agreed by the EC for reprinting costs in 1985. Frances to check for new FIAF publications with Brigitte. Index brochure may need revision in 1986. New order forms are needed.

Michael had sent supplies of PIP brochures to FIAF members who requested them.

Publicity in Canada. Jana had sent 200 address labels to Michael covering TV institutions worldwide, those not already on the mailing list were added and brochures sent. Michael would reply to Jana's letter (23.2.84) and send her the list of CN/US addresses to ask if these can be updated.

Frances would write to Eberhard to see if Saur would give some money towards a mailing of their leaflet on the new Set Designers... volumes.

Michael would also be reviewing publicity mailing with St James

3. (cont.)

f) Editorial matters

1983 Film volume: Michael reported that the changes outlined in Sofia meeting. Three sequences are separated by coloured cards. Country x-references being considered for next volume, other cross-references included. Production from computer printout and reduction of this into three columns resulted in fewer pages. Diacriticals were added by hand - the £400 offered by FIAF for this was not used.

Backlog - still a large amount. Margaret Tarrant has carried out some paid indexing during 1983 and 1984, if money remains in staff costs at end of 1984 should be used to catch up on indexing.

Periodicals added in 1984: Post Script, Soundtrack and Channels. Michael had written to Dr Albrecht as requested in Plovdiv but received no reply. Mr Nair (Poona) informed us that Madayam and Cinema Vision have ceased publication.

New periodicals considered:

- Dirigido Por (SP) 12 pa - agreed
- Iluzjon (PL) 4pa - agreed
- Notas Criticas (Bolivia) - yes if possible
- Animafilm (Turin) - yes if possible
- Film-Finland - yes when possible
- Freunde der Deutschen Kinemathek (GW) - ask Eberhard
- Travelling (FR) - need to see issues next meeting
- Cnfilm (NZ) - yes if NZ will index
- Intermational Media Law (UK)
- Journal of Media Law & Practice (UK)) Michael to compare, Frances to see if BFI can add
- Filmviews (AT) - no
- Asian Broadcasting (HK) - yes
- Quaderni de Cinema (IT)
- Circuito Cinema (IT)) Michael to investigate position with Italian journals & report back

It was agreed that Frances would try and compile a list of periodicals considered for inclusion in the Indexes and circulate it. Michael to prepare a list of periodicals currently being indexed.

Non-film periodicals survey from Jana

Jana had sent a letter and xeroxes of several indexing and abstracting services which she was surveying. Frances was asked to write to her requesting a final list of these indexes and abstracts

3. f (cont.)

giving title, address, frequency and if they include annotations. Details of countries where it is difficult to obtain information should also be sent, with the list, to Milka and other members of the Documentation Commission. Help from other FIAF members would then be sought. If it was possible this list to be compiled by April 1985. If possible Jana to be asked to send in addition, the lists of which periodicals each service covered to members of the PIP Working Group only.

The final list of services could be included in the annual volumes, the Handbook and kept up-to-date by the Documentation Commission. The possibility of reducing the final information, including the lists of titles indexes by each service, by xeroxing and then microfilming was also discussed.

g) Supporters

The 1984 invoices have been sent to original supporters and Amsterdam (who paid £200) and Canberra (nothing received so far). Invoices to be sent to UCLA and AFI via Bob Rosen, and to Paul Spehr at LC using words 'additional subscription'.

The 1985 invoices Michael to send 2 invoices to all European supporters for subscription and support. An accompanying letter to state that the subscription rate remains at the level for 1984 as well as the support rate. If the support rate is lowered during the New York meeting supporters will be reimbursed. If UCLA, AFT and LC pay as a supporter in 1984 they should receive a single invoice in 1985 combining subscription and support amounts and calling the total 'subscription'. Canberra to be invoiced for the same amount as received in 1984.

h) Budget for 1986

Expenditure	<u>1986</u>	<u>Expected '85</u>
Staff costs including 4% rise, + 10%	£23,100	£21,000
Office costs including a 50% increase on last quarter rent as lease expires in Sept '86, 10% on other charges	£8,000 (1)	
Supplies includes +7% on '85, and 1982-85 microfiche cumulation	£7,700	
Postage includes £200 from the £700 for publicity mailing, also postage on volumes which will be invoiced & included in income	£1,500	
Annual vol. 1985 Film	£6,500	
Travel & sundries (+ 7%)	£945	
Publicity, updating brochures (remaining £200 included in postage)	£500	
	<hr/>	
	£48,245	
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3. h) (cont.)

Income

Subscriptions	£18,685	Note (2)
Additional support	5,280	
Annual vol. sales:		
Film 1985	18,000	Note (3)
Other sales	4,580	
VAT reimbursement	800	
Bank interest	200	
Publicity	700	
	<hr/>	
	£48,245	
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Notes:

- (1) A need for £2000 for redecoration might arise in 1986
- (2) This figure takes into account no increases to subscription rates or numbers. 11 supporters are included
- (3) Film 1985 - assumes St James distributes in N. America at rates quoted in their letter and no increase in sales. No price increase.

i) Matters arising from the FIP Working Group 25.3.84

3. 1984 revised budget

Price for 1985 vol. to be reviewed in autumn 1985

6. Rolf has now caught up with the indexing for "F im ZDF"

Matters arising from the DC meeting Plovdiv March 84

5.c Michael is investigating a cumulative Directors' Index for 1982/4. It is not possible to include in each dispatch

Michael to investigate using computer to produce clean set of cards for the TV Index 1979-80 to interfile with 1981-83. This to be discussed further before decision taken.

5.e It was decided not to change policy regarding selective indexing

5.i List of all periodicals indexed by both services. Karen agreed to prepare a list covering 1972-1981 for Film and 1979-1983 for TV giving abbrev., dates covered and issues included. Michael agreed to prepare a current list of titles indexed in both services (without addresses).

4. Second Classification Workshop

Milka will send details of the Lisbon Workshop to members of the DC and EC in her report.

Milka has asked for £870 from the EC in 1985 to print revised edition of classification.

Revised edition will not include the abridged version but will use the space to add notes and examples

It was felt more practical to wait until after the Lisbon Workshop to send further drafts to DC (Plovdiv minutes 9.).

Michael would ask Aslib about joint publication of revised edition.

In any case a new edition for users (15 copies) would be prepared and sent free to users.

Michael to investigate printing possibilities.

5. International Directory of Film & TV Documentation Sources

Frances had circulated the revised questionnaire in October. Karen suggested that details of software is also included (p.7) and Frances agreed to look at FIAT's questionnaire categories.

The accompanying letter to institutions already included should ask them to fill in certain key questions if they cannot complete all. Should also ask for any literature they produce. FIAF members to be asked to fill in complete form. FIAT to be asked to forward questionnaire to appropriate person.

Frances to check that Brigitte has sent the £250 and £850 for Infodoc to the PIP account.

Letter to be sent out if possible during November replies back by Jan 31, 1985.

6. Revision of Doc. Dept chapter for new ed of "Handbook for Film Archives"

Frances had received a letter from Eileen with her corrections and additions. More work to be carried out in 1985

7. Proposals for 1985 Commission Budget

100,000BF

Full Commission meeting, Frankfurt Oct/Nov 85 may cost 35,000 BF (staying costs for 5 days for 3 East European members).

7. (cont.)

Additional possible needs:

Classification Working Group Spring 85
Michael's visit to New York May 1985
Set Designers
EC Autumn 1985

1986 Publications Budget

New publicity leaflet for the Indexes £500
and mailing costs contribution £200 = £700

Expanded User's edition with guidelines
and examples £900

Directory of abstracting and indexing
sources to non-film periodicals
containing film & TV material £300

8. Future meetings

It seemed to be best for the PIP WG to meet
in Frankfurt, Autumn 85 when the DC next
meets. A meeting might be necessary in the
Spring in connection with the Classification WG

9. Any other business

Milka to write to Jana and say that the DC
fully supportive of the project (Plovdiv
item 17,2)

Milka to distribute minutes of other
commissions to DC members

Working Group guidelines amended item 4.b
to include a copy of minutes to the FIAF
Secretariat.

Suggested items for next agenda:

- cataloguing unpublished film & tv scripts
- members experience with computers