

REPORT FROM THE DOCUMENTATION COMMISSION

1. International Indexes to Film and Television Periodicals (PIP)

We have once again increased the number of indexing entries in the microfiche services (the film service is up 13% over last year). This is in spite of difficulties with indexing. Some archives are extremely efficient and up to date with their contribution, but others evidently do not give the work a very high priority. Also shortage of indexers for some periodicals means that we have to choose between 1. leaving the periodical unindexed, 2. paying a free-lance colleague to index it, 3. doing it ourselves, with consequent delays in carrying out editorial work.

Due to the time involved in adding foreign accents and diacritical marks and the fact that a number of magazines omit them anyway, the PIP working group decided to only include them in the heading of the entry for people and titles, not on the body of the entry. The change will be mentioned in the introduction to the next volumes and with the first 1986 fiche dispatches on separate slip.

The 1984 Film volume was published later than envisaged, in November 1985. The soft cover of the 1983 volume had not been very popular, and we were fortunate to find a printer for the 1984 volume who could produce a hardback for less than the cost of the previous paperback volume.

The second TV volume (1981-82) was published in July 1985. The publishing costs were paid for by a grant from ITCA (The Independent Television Companies Association). An application has been made for a grant to cover the costs for the 1983-84 volume, but it was turned down by ITCA. Attempts to find an alternative source of funds have so far been unsuccessful. This is a pity, since only if the TV volumes are brought up to date will we be able to judge whether they can become financially viable.

A microfiche cumulation of the first 6 years of the TV index (1979-1984) was produced in October 1985.

We have given up the publication of an accompanying brochure to the 10-year microfiche cumulation of the Film Index because of the small number of the copies sold. The grant for the printing of the brochure will be returned to FIAF.

New, revised editions of the Film and Television Subject Headings were published in June 1985 thanks to a grant by FIAF. Copies have been sent without charge to all subscribers and indexers. Additional copies are on sale at a price of £8.00 each.

So far the co-operation with St. James Press, our new distributor for the annual volumes, has not brought the expected financial results, though not because of lack of effort on the part of St. James. They are trying hard to trace standing orders in the USA, to bring them back to their original number and to acquire new ones through constant publicity. They have also had problems with distributing the 1983 Film volume because of its being paperback, but they hope to overcome this eventually by binding a number of the volumes and advertising again the hardback edition to those who have returned the book. They say they are certain to be able to go back to the original number of standing orders in the USA (about 300) with the 1984 volume. In the autumn of 1985 St. James sent out 7,500 copies of their catalogue which now includes the PIP publications, so additional sales of the annual volumes could be expected outside the standing orders.

A new publicity brochure for the FIAF publications was produced in 1985 to include the 3 latest FIAF publications. For the PIP brochure a new order form was printed. The Editor has made a selective mailing of these to 200 addresses of non-FIAF organizations and has also asked all archives if they could distribute the brochures to institutions in their countries who are likely to be interested. 8 archives responded to this request and about 400 brochures were sent to them for distribution.

In 1986 selective mailings of the PIP and the FIAF publicity brochures will continue. St. James will incorporate our complete mailing list into the list of addresses to which they send their catalogue.

A new PIP brochure will have to be printed in 1986, the present one being out of date. After a revision of our full mailing list which is now necessary, the two publicity brochures will be sent out to more than 1,000 addresses. This will be done with the help of a grant received from FIAF for publicity purposes.

In order to increase the number of the subscribers to the PIP services as well as the quality and usefulness of the services, the PIP working group has decided to send out two questionnaires in 1986: one to the subscribers to the microfiche services and another to all FIAF and FIAT non-subscribers. The aim of the questionnaires is to collect information about the subscribers' opinions and recommendations concerning the PIP services and publications; about their present contribution to the Indexes by doing indexing for the PIP, or their possible co-operation in this respect in future; about the reasons why some FIAF and FIAT archives do not subscribe to the Indexes, etc.

Plans to improve the production methods of the microfiche services through the purchase of our own computer (thanks to a loan from FIAF) have had to be postponed. The intention now is to install the new computer in October, and to conduct trials involving the production of fiches direct from the computer output. In the meantime the present system will continue.

Two FIAF archives joined the group of the PIP Supporters in 1985: The Library of Congress and the American Film Institute.

The Supporters held a meeting during the Congress in New York. Several of them suggested that, in view of the commitment of the Supporters ending with their 1986 contribution, the Documentation Commission should write to ask them whether they would be prepared to continue with their support to the PIP after 1986. A circular letter to that effect was sent out by the Commission in September 1985. All of the present Supporters, with the exception of three archives from which no answer has been received so far, have confirmed their readiness to continue supporting the PIP after 1986. The future contribution of the Supporters will be discussed at their meeting which will take place during the Congress in Canberra.

In spite of the help of the Supporters and the grants obtained from FIAF for some of our publications and for publicity purposes, the PIP experienced a cash-flow problem towards the end of the year. It was due to various factors including the fact that the US standing orders list was not up to date and St. James had difficulties in dealing with it as well as with selling the soft-cover 1983 Film volume, and also the fact that the 1984 Film volume was published a little later than usual.

We appeal to all FIAF archives, and especially to the archives which subscribe to the PIP indexes, to reconsider their possibilities of giving the PIP additional financial support to the extent their budgetary circumstances permit it, by joining the group of the Supporters.

The PIP accounts for 1985 and the 1987 draft budget will be presented to the Executive Committee and the Supporters for their approval at the Congress in Canberra.

2. International Directory of Cinematographers, Set- and Costume Designers in Film

The manuscripts of volume 5 (the Scandinavian countries) and volume 6 (additions and corrections to previous volumes) were submitted to the publisher in December 1985. Their publication is expected in the spring of 1986.

Volume 7 (Austria, Czechoslovakia, Hungary and Switzerland) and, hopefully, volume 8 (Italy) will be prepared for publication in the course of the year and will be delivered to the publisher in the autumn.

Work on subsequent volumes has been outlined and distributed among the members of the working group. At the full meeting of the Commission held in Wiesbaden in November 1985 they again expressed their concern about the fact that the volume on American cinematographers, set- and costume designers could not possibly be planned until one of the US archives agreed to contribute to compiling the material.

Alfred Krautz presented copies of 20 reviews of the volumes published so far, all of them favourable with the exception of one review concerning the volume on France.

Rui Brito, our new member from Cinemateca Portuguesa, suggested that other film personalities are added to the Directory, e.g. editors, composers, etc. and expressed willingness to work on compiling their bio-filmographies. Alfred Krautz will consult the publisher in Munich about the possibility of starting a new series.

3. Revised edition of the FIAF Classification Scheme for Literature on Film and Television

After the last meeting of the Classification working group in January 1985, work on the final draft of the revised edition was continued by its members. It took, however, much longer than anticipated, so neither of the two versions was published in 1985. Karen Jones and Michael Moulds met in London in January 1986 to finalize the draft. The expanded users' version, to which priority is given now, will be ready by July 1st, 1986, and will be sent out to the users. It will be in a looseleaf format so that amendments could be easily incorporated later. Michael is trying to reach an agreement with Aslib, who printed the first edition of the Scheme, for the publication of the printed version of the second edition. FIAF is financing the production of both versions.

4. International Bibliography of Theses and Dissertations on Cinema

Dr. Raymond Fielding, compiler of the bibliography, informed us in July 1985 that the manuscript of the "Second International Bibliography of Theses and Dissertations on the Subject of Film Filed at Foreign Universities" had gone forward to the Editor of the "Journal of the University Film and Video Association" for publication. The bibliography will be published in either the Winter 1985 or the Spring 1986 issue. The contribution of the FIAF archives will be acknowledged in the introduction to the bibliography. All FIAF members will receive free copies of the magazine.

Although several archives joined the project for this edition, a number of the contributors to the first edition did not participate this time, so that fewer countries are represented. We would like to make an appeal to all FIAF archives to start, or continue, collecting information on theses and dissertations on the subject of film in their countries, so as to be represented in the next edition of the bibliography. Both current information and information from earlier years will be appreciated.

5. International Directory of Film and Television Documentation Sources

The publication of the third edition of the Directory, which was initially envisaged for the end of 1984, was delayed for a number of reasons. However, in September 1985 questionnaires requesting information about documentation collections and services were sent to about 250 film and television organizations including those in the last edition. By the beginning of November 60 replies were received. Reminders were sent to the 190 organizations who had not replied.

Where possible, brief entries will be made from existing published information for organizations not replying to the reminder letter. Former entries will be re-published when no new replies are received. Some typographical method will be used to indicate such entries.

We plan to publish the Directory in June 1986. A grant has been received from FIAF for its publication.

6. List of national and international abstracting and indexing sources

In order to enable the FIAF archives to locate articles on cinema and television in non-film/tv periodicals (the PIP cannot afford to index such periodicals for the time being), Jana Vosikovska has compiled a list of 31 printed indexing and abstracting sources and 16 online databases. The list provides detailed information about them, including

subscription prices where known. It will be sent to the FIAF archives for possible additions. The list will then be published in the "Bibliography: FIAF members' publications" issued by the National Film, Television and Sound Archives in Ottawa, as well as in the 1985 annual volume of the Film Index.

7. New projects and tasks

Aura Puran has undertaken to write the history of the Documentation Commission on the occasion of the 50th anniversary of FIAF. The structure of this paper was discussed at the full meeting of the Commission and some suggestions and amendments were made by the members. Ms. Puran will proceed with her work in 1986 and will send her draft to members of the Commission for comments.

Aura has also offered to prepare a bibliography of materials on film archives and film archive activities. Articles on this subject are being indexed by the PIP with the exception of articles in "Variety" which the Editor has now started indexing also. When enough material is compiled, the bibliography will be published for use by the FIAF members.

Ron Magliozzi, the new member of the Documentation Commission from the Department of Film, The Museum of Modern Art in New York, has agreed to work on two new projects: developing guidelines for cataloguing film posters and possible revision of the guidelines for describing unpublished script material. He has accordingly sent questionnaires to the FIAF archives asking for information concerning the two projects.

Rui Brito has offered to work on a project which the Commission has always considered a most useful one, but so far could not afford to start it because of the bulk of the work involved: a union list of film and television periodical holdings in the FIAF archives. Rui has already circulated a questionnaire to all archives to assess their willingness to participate in the project.

At the meeting of the Commission in Wiesbaden Karen Jones reported that we had not been able to keep the deadlines for supplying the revised material for the Documentation Department chapter of the Handbook for Film Archives. Work had practically been finished by that time, however, though Karen would wait until the last possible moment to update the bibliography, so as to make it as complete as possible.

8. Meetings

The Documentation Commission held a full meeting in Wiesbaden through the kind invitation of Dr. Gerd Albrecht, Director of the Deutsches Institut für Filmkunde. We were offered excellent working conditions at the Schloß in Wiesbaden and a splendid hospitality by our hosts. We were

extremely pleased and grateful to be given the opportunity of visiting the premises of the Institute in Frankfurt where the Documentation and Information Department is situated. We would like to express our cordial thanks to Dr. Albrecht, Eberhard Spiess and the Deutsches Institut für Filmkunde for their great hospitality and assistance.

The PIP working group met for two days before the full meeting of the Commission. The Cinematographers and Set-Designers working group held a meeting in Stockholm in July 1985, which took place at the Documentation Department of the Swedish Film Institute where they were given every necessary assistance. We would like to thank most warmly Anna-Lena Wibom, Rolf Lindfors and Margareta Nordström and her staff for their kind hospitality and help.

9. Membership

Two new members of the Documentation Commission were appointed by the Executive Committee at their meeting in New York: Ron Magliozzi from the Department of Film, The Museum of Modern Art in New York, and Rui Brito from Cinemateca Portuguesa. At their autumn meeting in London the Executive Committee approved the nomination of Michelle Snapes, Deputy Curator of the National Film Archive, London, as member of the Commission.

Members of the Documentation Commission:

Milka Staykova, Bulgarska Nacionalna Filmoteka, president
Karen Jones, Det Danske Filmmuseum, vice-president
Rui Brito, Cinemateca Portuguesa
Alfred Krautz, Staatliches Filmarchiv der DDR
Ron Magliozzi, Department of Film, The Museum of Modern
Art, New York
Michael Moulds, Editor of the International Indexes to
Film and Television Periodicals, London
Aura Puran, Arhiva Nationala de Filme, Bucharest
Michelle Snapes, National Film Archive, London.
Eberhard Spiess, Deutsches Institut für Filmkunde
Frances Thorpe, British Film Institute
Jana Vosikovska, National Film, Television and Sound
Archives, Ottawa.

Milka Staykova
President of the Commission