

MINUTES OF THE MEETING OF THE FIAF DOCUMENTATION COMMISSION HELD IN PORDENONE,
29 September - 4 October 1986

Present: Rui Brito, Karen Jones Alfred Krautz, Ron Magliozzi, Michael Moulds,
Michelle Snapes, Eberhard Spiess, Frances Thorpe, Yana Vosikovska.
Apologies: Aura Puran and Milka Staykova.

1. Adoption of the Agenda

- 1.1 The draft agenda for the meeting was adopted with some rearrangement in the order in which items were discussed due to the absence of several members.
- 1.2 Agenda amended to add discussion of UNESCO (9.A) and Members (10.A) Bibliographies.
- 1.3 It was determined that the Commission has been working with an overloaded agenda and that the goal should be to reduce the number of projects and more clearly distinguish between long term and short term projects.

2. Approval of the minutes of the Wiesbaden meeting

- 2.1 Agenda adopted with the following corrections: page 1 (#4.1) eliminate paragraph beginning "-A request was made...."; (5.1) should be changed to read "The 1983 annual edition was disliked by subscribers because it was a paperback."; page 2 (5.2a) should read "...will continue to cross-reference titles in the last issue only."; (5.2c) should read "poor quality of some of the fiche was due to the colored cards. This has been stopped."; (5.2d) should read "...the cumulative TV fiche edition 1979-1984..."; (5.5b) should read "while Michael no longer sends out annual volumes to anyone except FIAF archives;"; (5.5c) should read "...Film Volume \$65.00 (USA) and \$39.50 ... Back volumes will be sold at previous full price."; page 4 (6.3b) should read "...reported that he believes that 90% of users use the series..."; (7.2b) should read "subject treatment in film programs has been moved...with the exception of the overall aspects of the subjects such as 'War and the Cinema' which will remain at the sociology section."; (7.2c) should read "...will remain but reference is removed to an FT[0] section."; page 5 (7.4c) eliminate the first sentence and read "It was decided that we should give information about the User's edition in the General Public edition."; (8.4) eliminate the end of the sentence beginning with the word "although"; page 6 (11.2) should read "...in the annual FIAF index volume as an appendix."; (12.3) should be "Davies" not "Davis"; page 7 (13.1"3") eliminate paragraph beginning with "Frances" and ending with "Harriet"; page 8 (14.7) the last sentence should read "This task was assigned to Rui."; (15.3) should end with the word "acquisition."; (15.6) should read "...copies of the 'Film Canadiana Index 1983-1984'..."; (15.7) should read "...microfiching project of pressbooks..."; page 9 (16.2) "ENA" should read "INA."
- 2.2 Followup on items not listed in present agenda: a) (14.9) Eberhard reports no further development on a proposal for a book on adaptations. b) (15.2) Eberhard will send Rui a copy of article from Medium. c) Michelle reported on her research into videodisc storage of film stills. The cost of preparing stills for transfer would be approximately half a million pounds which is prohibitive, especially since copyright restrictions on stills prohibits marketing the videodiscs after transfer. She predicts that no further developments will take place for five years. d) (19.2) It was noted that Noel Giret of the Cinematheque Francaise has written to Karen expressing interest in Commission work.

3. Discussion of preparations for the press conference at Pordenone

- 3.1 Since all commission members could not be on stage Karen, Michelle and Eberhard were chosen as representatives with the remaining members in the audience where they could introduce themselves and answer questions.
- 3.2 The text of the introduction given by Karen was drawn from our press release on the commission's work. FIAF publications, PIP handouts and so forth were on display in the theater lobby.

4. Information on Executive Committee and annual congress meetings

- 4.1 Milka was unable to attend the Executive Committee meeting or congress in Canberra.

Her report on the Documentation Commission was presented in writing and we have no report of reaction to our work.

- 4.2 Reviewed Amendments of FIAF Statutes and Rules. Of particular interest are the yearly review of membership in commissions and remuneration of commission members for FIAF projects. On the "Rule 79" Michael will ask the Executive Committee to clarify this at their Glasgow meeting.
- 4.3 Michael will represent the commission at the Executive Committee meeting in Glasgow, 26-27 November 1986 in place of Milka who is unable to attend. He was chosen due to his involvement with PIP which is an issue of major importance.
- 4.4 Reviewing the minutes of the meeting of the Cataloguing Commission 11-14 Mar 1986 it was noted that on p.6 item 4c no member of the Documentation Commission has received request for contributions to Bibliography of National Filmographies.
- 4.5 Resolved that each commission's report to the Executive Committee or General Assembly should be distributed to commission members after its approval by the committee. The secretariat does send copies to us after each Executive Committee meeting.
5. International Indexes to Film and Television Periodicals (PIP). Report by Michael
- 5.1 Report on the past year's developments:-midway through the year it became apparent that a crisis was developing. The landlord increased the rent at PIP offices by 100% and PIP could no longer put off paying its bills. Michael brought this to the attention of David Francis, and solutions were discussed with the president, treasurer and secretary general of the Executive Committee. Whether PIP should simply give up its independent status and merge with the BFI or an American source was considered.
- 5.2 As background on the crisis Michael explained that sales of the annual volume was a major factor, and these problems go back to when the AFI distributed the volumes and the system fell through. Unexpected costs have also effected PIP revenues under the current distribution system with St. James Press. Due to the costs of shipping and customs PIP is only receiving one half of the expected money from St. James for the annual volume. The shortage this year is approximately £10,000.
- 5.3 PIP is asking the following of FIAF:
- subsidy of £5,000 a year
 - supporters will be asked to increase their gifts. Supporters must be informed that PIP will very likely never be self-supporting. The ideal solution would be to get a supporter outside FIAF.
 - a grant of £3,000 is needed from FIAF to relocate in new offices.
- 5.4 Developing new support: a) as in the past the problem of finding new supporters was discussed. The idea of using Pordenone Film Festival attendee lists and PIP subscription lists was suggested; b) Individual commission members volunteered to make personal contact with possible new subscribers. It was suggested that rather than throwing away old microfiche, it might be displayed in libraries or sent out with solicitations for support.
- 5.5 Alfred will approach the publisher K.G. Saur in Munich and collaborate with Wolfgang Klaue and Eberhard on efforts to negotiate a deal for support that would be financially advantageous for FIAF. Saur is apparently eager to increase its activity in the field of mass media. Summarizing the strategy: Wolfgang and Alfred will write to Saur; Eberhard will follow this up with a phone call; and finally a face to face meeting will be arranged. This process should be completed by late November 1986 so that it might be presented to the Executive Committee, and so that Michael could have this support in the production of the 1986 volume by the end of 1987.
- 5.6 It was determined that the list of film periodicals available on microfilm which Yana is preparing should be added to the annual volume.
- 5.7 Editorial matters: a) Filmharmonische Blätter (GW) - Eberhard will index main articles, but not reviews of individual scores.

- b) Formato Dieciseis (Panama) - no indexer
- c) Cineaction - the editor has asked to have this periodical indexed by PIP. Michael said he hoped to convince the University which sponsors the periodical to subscribe to the fiche as a condition of its being indexed. Yana will contact the editor and pursue these negotiations. In the meantime, she will begin indexing the periodical herself.
- d) TV-Radio Age - problem of finding an indexer to continue this periodical has not been resolved.
- e) Persistence of Vision - Ron is indexing
- f) edp Film - will replace Das Fernsehspiel im ZdF.
- g) Segnocinema - will be indexed by Paolo Cherchi Usai.
- h) Griffithiana - will be indexed by an Italian archive.
- i) Les Cahiers de la Cinematheque - Toulouse had failed to index as agreed, but the Swedish Film Archive has volunteered to do the indexing.
- j) Soundtrack - Ron will no longer continue to index the reviews of each score, but only those of some length.
- k) Yana has lost two librarians and has been forced to drop Revue du Cinema and Cineaste. A new indexer must be found for Cineaste.
- l) De Visu - French periodical on film and TV nominated for consideration.
- m) Emmy - needs an indexer. This had been indexed by the Academy Library in Los Angeles but they have apparently stopped.
- n) Filmviews - displayed for consideration. Indexer needed.
- o) Karen will telephone the archive in Oslo to determine why they have a two year backlog of unindexed periodicals
- p) Indexing problems have developed with the Spanish periodicals Contra Campo and Casablanca. Rui has agreed to discuss these problems with Dolores in Madrid on his return to Portugal.

- 5.8 Followup on the following: Wiesbaden minutes 5.4 - St James did get FIAF members list; Wiesbaden 5.5 - PIP staff still cannot handle advertising; Wiesbaden 5.5f - it was determined that this was not the proper time for a questionnaire.
6. International Directory of Cinematographers, Set- and Costume Designers (including report by the 'second series' working group). Reports by Alfred and Eberhard.
- 6.1 Publisher continues to be eager to publish more volumes of this series. Volume 6 which contains new entries, additions and corrections 1978-1984 was delivered to the publisher in June 1986. In the immediate future is Volume 7: Italy, Volume 8: Central Europe, in the near future are volumes on the Soviet Union, the United Kingdom, Spain, Portugal, Brazil and the Netherlands, in the distant future volumes on Egypt and India are being considered. The U.S.A. volume remains a problem, but Ron has agreed to consider some system for the sharing of this work among archives in the USA.
- 6.2 The publisher has offered the Staatliches Filmarchiv a computer to facilitate work on this series. Wolfgang Klaue has consented to the gift but insists that it is necessary for the Documentation Commission to make a commitment to organize the material for the next ten years.
- 6.3 It has been suggested that two additional working groups be formed. The first consisting of Alfred, Eberhard and Bujor was proposed to work on volumes for directors, screenwriters and cinematographers; and the second consisting of Rui, Michelle and Aura was proposed to work on volumes for actors and composers. Discussion established that the 'director' and the 'actor' were already well documented in other sources. These series were conceived to be research projects and not simply to involve the coordination of published documentation sources. Eberhard expressed interest in working on the screenwriters volume, and Ron offered to help with volumes on film music composers. Further discussion on this proposed 'second series' will be held during the Spring 1987 meeting of the working group in Lisbon.

7. Revised Edition of the FIAF Classification Scheme for Literature on Film and Television. Report by Karen.
- 7.1 New features of the 'Users' Edition include - greatly expanded notes
- more examples
- loose-leaf format for easy editing and storage options.
- 7.2 Auxiliary section is more developed than in the earlier edition. Incorporates a substantial number of UDC codes. The 'Public' edition is abridged for copyright reasons.
- 7.3 An index will be done for the 'Public' edition but not for the 'Users' edition. It was pointed out that we do not have an indexer. Michael will probably not be doing the index as he does not have the time at present, although should he acquire a computer his ability to perform the task might improve. As an alternative it was suggested that perhaps we could employ someone outside FIAF to do the indexing. It might be linked with the project of revising PIP subject headings. Michelle suggested Catherine Surowiec in London who could work closely with Michael; Frances suggested Pat Card who has UDC experience.
- 7.4 Regarding sales, Karen sent letters to twenty users and approximately fourteen prospective buyers. A questionnaire developed in Lisbon was enclosed in letters sent to those who did not answer previous correspondence. An announcement was placed in the FIAF Bulletin concerning the 'Users' and the 'Public' editions.
- 7.5 ASLIB is handling the 'Public' edition for a fee of £100 for the camera-ready copy and a royalty of 10% on all copies sold. Michael questioned the correctness of citing FIAF as the sole copyright holder. It has not yet been determined how many copies will be published, although 1000 copies was suggested.
- 7.6 In an effort to determine the number and type of users, the new introduction should ask users to contact the FIAF Secretariat and perhaps offer comments or provide a description of how they use the system.
- 7.7 Some user resistance to the revised scheme is expected, since revisions such as the merging of film and tv may cause practical problems of re-classification. We must assure users that this revision is an important one and will not be followed by major revisions every five years in the future.
- 7.8 Discussed the possibility of producing French and Spanish translations of the scheme. Montréal and Mexico have approached Michael about translations. The possibility of a UNESCO grant to fund translation was raised. While the concept of translations is a very desirable one, the problems of overseeing translation should UNESCO be involved would be impossible, since UNESCO funding would require too much work of editing on FIAF's side. Karen and Michael simply cannot spend the time to oversee such a project.

If individual archives wish to translate the scheme for their own use we would endorse such efforts, but we cannot assume the responsibility of managing the translation of the whole classification scheme.

An alternative to the UNESCO translation of the whole scheme would be to use UNESCO money to translate subject headings instead. This would mean less work for us. It would require relating the classification scheme numbers to subject headings before translation could begin.

8. Third Edition of the International Directory of Film and Television Documentation Sources. Report by Frances.
- 8.1 Questionnaires were sent to 250 film and tv organizations in Sept 1985. Eighty replies have been received, although 30 of these have been followed up with requests for clarification of data. While the last edition had entries for 75 organizations, the forthcoming edition should contain approximately 120 listings.
- 8.2 Although the format of the second edition has been expanded, it has not been possible to acquire greater detail regarding holdings.
- 8.3 Assuming that the remaining entries are received by November 1986 and the index to Special Collections can be completed by the end of January 1987, publication should be in February or March 1987.

- 8.4 Frances will try to get free copies for FIAF archives which is preferable to FIAF taking a financial share in book sales.
9. Revision of the Documentation Department chapter in the 'Handbook for Film Archives.' Report by Karen.
- 9.1 Little progress to report previous to this meeting. Eileen reported the new deadline to be December 1986. (In April 1987 Eileen was less certain of precise schedule for revised edition.)
- 9.2 The greater part of our time on this topic was spent revising the bibliography for the documentation chapter. The principle followed was that the bibliography should be limited to material related to film documentation work and not material of general interest. It should not duplicate material listed as FIAF publications, nor provide a list of the best film reference works. In short, material included should relate directly to documentation work in a film archive. (Eileen later agreed to this principle for the reduction of the size of the bibliography when questioned by Ron.)
- 9.3 On the question of whether the subject of television should be addressed, our sense was that it should not. Ron is to question Eileen on this. (He did, and she stated that it will not be discussed.)
- 9.4 Michelle will review the poster and stills sections and send revisions to Eileen to review before retyping. Michael will do miscellaneous revisions of sections related to his concerns.
- 9A. UNESCO Bibliography (Item added to agenda.)
- 9A.1 This item was introduced in response to Wolfgang Klaue's letter of 1 Aug 1986 which asks the commission to participate in the production of a bibliography to cover archival work concerning documentation to become part of the UNESCO Recommendation on Safeguarding and Preservation of Moving Images. The commission wished to express its concern at the lateness of this request and to state that considering the time limitation given to produce this bibliography we will be forced to do a less than complete job.
- 9A.2 We have the following concerns:
- a) there is much unpublished work listed in Karen's draft bibliography, but since unpublished work is not to be included this leaves very little published material.
 - b) it is unclear whether periodical material should be included. We believe that it should be but Wolfgang Klaue has not responded to this question.
 - c) it is unclear to us in what languages we should search for material. Just French and English?
Due to time limitations, it does not seem feasible for us to extend our research into international bibliographies.
- 9A.3 The following guidelines will be followed:
- a) no publication older than twenty years
 - b) no publications on individual archives
 - c) books in whole and in part will be included
 - d) major periodical literature will be included.
- 9A.4 Frances and Yana will collaborate on the bibliography. Yana will send material to Frances for organization and final editing. Alfred will report back to Wolfgang Klaue on these decisions.
10. List of National and International Abstracting and Indexing Sources. Report by Jana.
- 10.1 Yana will update her old list by calling sources for their latest prices. She hopes to have additions processed into a final list for the FIAF Index by the end of July 1987. It should include about fifty titles.
- 10.2 It will be published in the 'Handbook for Film Archives' as a bibliographic note

which will not be as complete a listing as that published in the PIP Index Annual volume.

- 10.3 Yana reports that this list includes only North American titles. There are for instance no Spanish or Italian entries. She has made a plea to FIAF members to supply her with information regarding sources in other countries. The members she has spoken to report that film is not well enough covered in the abstracting/indexing sources that exist in their countries for these sources to be included in her list.
- 10A FIAF Members Bibliography (Item added to agenda)
- 10A.1 Yana reports that due to budget reorganization she believes that the 1987 edition will be the last she will be able to produce with National Archives of Canada funding. The cost has been approximately \$2,500.00 (Canadian dollars) for 350 copies.
- 10A.2 The Commission agreed that this was certainly a project worthy of support. Yana has agreed to continue editing with the assumption that we will find alternative methods of funding publication. One possibility might be that Brigitte could supervise publication and distribution; another idea is that we could return to a simple mimeographed format.
- 10A.3 Yana has agreed to inform Brigitte of this situation and inquire whether FIAF would be willing to become involved in publication. We assume it would cost FIAF less to publish. We will report to the Executive Committee when Yana has completed this inquiry.
11. History of the Documentation Commission.
- 11.1 Without Aura's participation we were unable to have a full discussion of this item. Karen checked with Brigitte who reported that the proposed 'Golden Anniversary Book' was under the editorship of Raymond Borde. This volume would contain one page for each archive. A survey and a request for photographs has apparently been sent to archives. The Executive Committee does not intend to request historical information from the commissions. (Eileen reported later that a 'scaled-down' version of the book will mention commissions but not give full histories.)
- 11.2 We resolved to contact Aura and determine whether she is willing to proceed with the history and whether she has produced anything in writing. If she has written, it should be sent to Eileen Bowser and Brenda Davies for editing. In any event we would like to produce a two to four page history for the FIAF anniversary in Paris, 1988. This would be translated into French, and Rui believes he can find a translator connected with his archive to do a Spanish translation.
- 11.3 If Aura does not respond to our inquiry, we will use an edited version of Karen's press release circulated at the Pordenone Festival, 1986.
12. Bibliography of Materials Related to Archival Activities.
This item refers to Wiesbaden 14.3 which describes a bibliography of book, book chapters, important articles and news items related to archival activities. It was decided that we should postpone this project due to the fact that we have no written report from Aura in her absence and due to the UNESCO project (item 9A) and the bibliography for the FIAF 'Handbook' (item 9) both of which we are currently preparing.
13. Revision of 'Guidelines for Describing Unpublished Script Materials.' Report by Ron.
- 13.1 Ron presented the results of the survey distributed in early 1986 which indicate the need for revisions. Those who responded particularly requested that we develop more detail in the 'types of scripts' and in the description of the material i.e. illustrations, handwritten notations.
- 13.2 We nominated a number of individuals who could be consulted on the project. They include Joan Ingraham, BFI, and Nancy Allen. Ron, Frances and Yana have formed a working group for this project.

- 13.3 Karen will write to Noel Giret of the Cinémathèque Française to relate to her the progress of our project and to assure her that we will find the IDHEC publication 'Catalogage des Scenarios' useful in our work.
14. Union List of Film and TV Periodicals Held by FIAF Archives. Report by Rui.
- 14.1 A letter was circulated in January 1986 to all FIAF archives regarding this project. Nine archives have responded with lists and eight others have agreed to begin preparing lists. Two archives have declined to participate.
- 14.2 It was suggested by Yana that Rui contact Teresa Toleda at the Cinemateca de Cuba who is preparing a union list of holdings in Latin American archives. Rui has also been referred to the 'Union List of Film Periodicals: Holdings of Selected American Collections' published in the USA by Greenwood Press. Rui should also compare the information he gathers with listings in 'The International Directory of Film and TV Documentation Sources.'
- 14.3 Rui will send a second letter to those archives which did not respond to the first. This letter should ask for much less detailed information than that requested in the first letter. See Wiesbaden item 14.7.
15. Guidelines for Describing Poster Materials. Report by Ron.
- Ron presented the results of the survey distributed to FIAF archives in early 1986 which indicated a strongly felt need for such guidelines. Two types of information were defined - description of the poster itself and the storage and conservation of the poster after cataloguing. Guidelines should be developed in the context of systems already in existence for the handling of stills and pressbooks. The section on posters in the 'Handbook' should be referred to. Michelle offered to advise Ron on this project.
- For the next meeting Ron should prepare a rough draft of guidelines to be discussed.
16. International Bibliography of Theses and Dissertations.
- 16.1 Milka was not present to participate in this discussion, but Karen has written to her on the subject. This is not a FIAF project and it has therefore not been the practice for FIAF members to be sent free copies. It is the Commission's belief that those FIAF members who do not contribute to the project should not expect to receive free copies. Milka's suggestion that the FIAF secretariat duplicate the publication and distribute copies to FIAF members would violate copyright law. Archives should subscribe to the periodical if they wish to receive copies. See Wiesbaden 10.1.
- 16.2 In reference to Wiesbaden 10.3 we assume that Raymond Fielding has access to the publication since its ex-editor Helga Belach has contributed to the Fielding dissertation project.
17. Preservation of Documentation Materials.
- This was not presented as a new project but simply for commission members' consideration. The problems of deterioration and the need for preservation and repair of library materials such as books, periodicals, scripts, pamphlets and so forth are widely recognized. The BFI for instance has been microfilming files, older catalogues and pressbooks. Commission members were asked to look at their own collections with this in mind and prepare to discuss it at our next meeting.
- Frances has offered to write a 'statement of concern' for the FIAF Bulletin, since at this stage we recognize the need to educate on this problem. As this is not a subject covered in the 'Handbook', Frances will consider the possibility of including a paragraph on it (with mention in the 'table of contents') for the revised edition.
18. New Projects
- No new projects were considered.

19. Reports by Commission Members on Activities in their own Archives.
- 19.1 Michelle reported on the Archive Conservation Center, on plans for the Museum of the Moving Image, and on the problems of the impending move to new quarters.
- 19.2 Eberhard reported on the GDR film program, the Soviet Film Week, the microfilming of title clippings up through the early sound period, and the effort to reduce the size of correspondence files dating from the 1940's.
- 19.3 Alfred reported on the question of whether the archive or the documentation staff will be responsible for PIP work, on preparing a 'poster' catalog and on preparing a 'censorship card' catalog.
- 19.4 Ron reported on the "redefining" of film use in the Film Study Center, on the problem of storing duplicate material and on the reorganization of the Special Collection storage room.
- 19.5 Rui reported that administrative and budgetary problems had been solved for the time being, that two staff members have been lost in the documentation section and that an Archive of the Moving Image is being organized.
- 19.6 Frances reported of the effects of the impending move and on the new paper storage facility. After the move the library will be on two floors with less space.
- 19.7 Yana reported that she has lost two librarians and that she hopes to balance their loss with contract workers. She also reported on the Canadian national computer system and on attempts to establish a database of library documentation. Yana finally reported that there was some question as to whether the government reevaluation would allow her to continue as a member of the Commission.
- 19.8 Karen reported on financial problems that have slowed the development of microfilming and computerization projects, on lack of space which has suggested the need to dispose of material, on a Government unemployment program which has provided help for their project which organized the Danish script collection, and on the production of new accession list for 1983-1985 books.
20. Relations with Other International Organizations.
There was nothing to report on this item.
21. Future Meetings
- 21.1 The Documentation Commission will not meet in 1987. If possible, funds for this meeting might be used to support the PIP.
- 21.2 For 1988, Karen will begin formulating plans for a Commission meeting to immediately precede the FIAF Congress in Paris.
- 21.3 We will also explore the possibility of meeting in 1989 at the FIAF Congress in Lisbon.
22. Commission Budget for 1987.
- 22.1 Alfred, Eberhard and perhaps Bujor are tentatively planning a working group meeting in Lisbon in the Spring 1987. Alfred and Bujor will need funding.
- 22.2 Alfred will need funding for three days in Munich to meet with publisher.
- 22.3 Michael may need to go to the Executive Committee meeting at the end of 1987 depending on the outcome of the meeting in Glasgow.
- 22.4 Karen will draw up a rough draft of funds needed for these and other Commission needs for the meeting in Glasgow, but without exact figures. We will ask for our full share with the intention of directing any unused funds to the PIP.
23. Any Other Business.
The problem of disposing of duplicate documentation material such as books and periodicals was discussed. Proposals included saving such material for giveaway at FIAF Congress meetings, donating material to local universities, forming relations with embassies and cultural centers for disposal, and encouraging archives to maintain lists of duplicate material which might then be used by a central source who could direct needy archives to those holding specific duplicate items.