

REPORT FROM THE DOCUMENTATION COMMISSION

Executive Committee meeting

Glasgow - November 1986

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

A report from the Editor about the current situation and prospects for the future is attached to this report.

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

Volume 6: Supplementary volume (New entries, additions, corrections 1978-1984: Albania, Bulgaria, France, GDR, Germany (until 1945), Poland, Romania, Sweden, Yugoslavia) has been published in 1986. Volume 7 (Italy) is being researched by Eberhard Spiess in collaboration with Italian film historians and the manuscript is expected to be ready by the end of 1987. Volumes in preparation include the Soviet Union and the Central European countries.

Plans for starting a new series covering other professions (e.g. directors, actors, composers, editors) have at present been abandoned.

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

The work of the users' version of the second revised edition has been completed and this version is now available in loose-leaf format (120 pages) to allow for updating whenever needed. There will be no charge for the users' version, but it will only be available to users or to prospective users. The users' version contains: a preface; an outline of the schedules; a schedules' section, with explanatory notes and examples on the facing pages; and an auxiliaries' section which includes both a selection of UDC auxiliaries applicable to the scheme and the auxiliaries which have been specially designed for this scheme.

The revision has been quite drastic in certain sections of the scheme in order to bring it up-to-date with recent developments in the literature.

The users' version is now stored on micro diskettes at the Danish Film Museum and can thus be easily updated in the future. The Classification Working Group might at a later point consider to hold another workshop on the application of the scheme for users.

The printed version of the second revised edition will be published by Aslib, London in late 1987. Karen Jones and Michael Moulds will meet in early 1987 to edit the printed version, which will be an extract of the users' version with the addition of an alphabetical subject index to the schedules.

4. International Directory of Film and Television Documentation Sources

The publication of the third edition of the Directory is now scheduled for Spring 1987. Progress has again been slow in following up organizations who did not reply adequately to the questionnaire or did not reply at all. In spite of this, information concerning 50 organizations is computerised now and the final number of entries should be around 120 as compared with the second edition which contained 75. Arrangements to publish through St. James Press are being discussed.

5. List of national and international abstracting and indexing sources

A draft list will be sent to FIAF members by the end of October 1986 for their review. When additional information has been received, the list will be finalized (end of March 1987) and published in "Bibliography of FIAF Members' Publications 1986" and in the 1986 annual volume of the "International Index to Film Periodicals". Tentative title of the list is now: **Film/TV/Video in General Abstracting and Indexing Sources.**

6. Guidelines for the description, handling and storage of poster materials

The initial stage of research which consisted of a survey designed to evaluate the need of FIAF archives for such guidelines has been completed. It has revealed that the description, handling and storage of poster materials is of significant concern to our membership. The Documentation Commission has decided to continue with this project.

Our next effort will be to develop an outline suggesting the information necessary for description and covering the aspects of handling and storage which will need to be addressed by these guidelines. We expect to have this second stage completed for discussion at our next commission meeting.

7. Guidelines for describing unpublished script materials

The results of the study circulated to FIAF members in late 1985 indicated a need to proceed with the proposed revisions. The guidelines published in 1974 were found to be lacking in the detail necessary to adequately describe material, especially in such areas as 'type of script' and 'special notes'. A working group consisting of Ron Magliozzi, Frances Thorpe and Jana Vosikovska has been established to study proposals and undertake revisions. They hope to deliver an outline of their proposed revisions at the next meeting of the Documentation Commission.

8. Union List of Film and TV Periodicals Held by FIAF Archives

Twenty replies have been received in response to a letter circulated to all FIAF members and observers. Two archives refused and eighteen agreed to participate in the project. Of these, nine have already sent their lists of periodical holdings.

A second letter will be circulated to the archives that have not replied, trying to interest them in the project.

At our next commission meeting it will be decided how to proceed with this project.

9. Other projects and tasks

As Aura Puran was unable to attend the meeting of the Documentation Commission in Pordenone it was decided to postpone detailed discussions on the two new projects suggested by Aura Puran:

A History of the Documentation Commission and a **Bibliography of Materials on Film Archives and Film Archive Activities**.

However, in connection with the history of the Documentation Commission it was decided to aim at producing a 2-4 page press release about the work of the Documentation Commission for distribution at the 50th anniversary congress of FIAF in Paris. In connection with the Bibliography of Materials on Film Archives and Film Archive Activities, the Commission discussed a request from Mr. Klaue to contribute to the bibliography of different aspects of archive work, which has to be compiled for the Unesco study. It was agreed that Frances Thorpe in collaboration with Jana Vosikovska should undertake the final responsibility for the Documentation Commission's contribution to the bibliography.

The revised material for the Documentation Department chapter in the **Handbook for Film Archives** will be mailed to Eileen Bowser by the end of December this year. It has been decided to shorten the bibliography following the chapter and include only material directly related to film/TV documentation work (in the 1st edition of the Handbook also material of more general interest to librarians was included).

The **Second International Bibliography of Theses and Dissertations on the Subject of Film Filed at Foreign Universities**, compiled by Dr. Raymond Fielding in collaboration with 15 contributing FIAF members, was published in the Spring 1986 issue of the Journal of Film and Video. The issue has been sent to each of the contributors.

At the meeting of the Documentation Commission in Pordenone Frances Thorpe brought the subject of **Preservation of Documentation Materials** up for discussion and presented a brief report on the need to guard against the deterioration of paper records in our collections. FIAF documentation collections need to look at priorities for storing and handling books and periodicals as well as press books, special collections and posters. It is necessary to begin to educate our staff and users in the handling of our material and to investigate cooperative schemes to safeguard individual items as well as information. Commission members agreed to assess the situation in their own collections and report back to the next meeting of the Documentation Commission.

10. Meetings

The Documentation Commission held a full meeting in Pordenone, September 29 - October 4, 1986 through the generous invitation of the Giornate del Cinema Muto. The President of the Commission, Milka Staykova as well as Aura Puran had sent their apologies. In the absence of the President Karen Jones chaired the sessions. The Commission was offered excellent working conditions and a splendid hospitality by the organizers of the festival. During the festival the Documentation Commission held a press conference on its activities in the 'Cinema Verdi'. A press release compiled by Karen Jones about the work and objectives of FIAF in general and of the Documentation Commission in particular was distributed. We would like to express our cordial thanks to Davide Turconi, Director of the festival, and to Piera Patat and Livio Jacob of the Cineteca del Friuli for their great hospitality and assistance.

The PIP Working Group and the Cinematographers and Set-Designers Working group met for respectively three and two days before the full meeting of the Commission.

Two members of the Classification Working Group (Michael Moulds and Karen Jones) met in Copenhagen in May 1986 to finalize the work on the users' version of the revised edition of the FIAF classification scheme.

11. Membership

Members of the Documentation Commission:

Milka Staykova, Bulgarska Nacionalna Filmoteka, Sofia (President)
Karen Jones, Det Danske Filmmuseum, København (Vice-President)
Rui Santana Brito, Cinemateca Portuguesa, Lisboa
Alfred Krautz, Staatliches Filmarchiv der DDR, Berlin
Ron Magliozzi, Museum of Modern Art, Department of Film, New York
Michael Moulds, Editor of the International Indexes to Film and
Television Periodicals, London
Aura Puran, Arhiva Nacionala de Filme, Bucuresti
Michelle Snapes, National Film Archive, London
Eberhard Spiess, Deutsches Institut für Filmkunde, Frankfurt
Frances Thorpe, British Film Institute, London
Jana Vosikovska, National Film, Television and Sound Archives,
Ottawa

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Vice-President