

REPORT OF THE DOCUMENTATION COMMISSION

TO THE ANNUAL CONGRESS

Berlin, May 17-19, 1987

1. Projects and tasks

1.1 International Indexes to Film and Television Periodicals (PIP) (Editor: Michael Moulds)

A report by the Editor about the present situation and prospects for the future is attached to this report.

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

(Project co-ordinators: Alfred Krautz & Eberhard Spiess)

Two volumes were published in 1986:

Volume 5: Denmark, Finland, Norway, Sweden (from the beginnings to 1984) &

Volume 6: Supplementary volume (New entries, additions, corrections 1978-1984: Albania, Bulgaria, France, GDR, Germany (until 1945), Poland, Romania, Sweden, Yugoslavia).

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.

Other volumes in preparation include the Soviet Union and the Central European countries.

Plans for starting a new series covering other professions which are not well documented in other sources (e.g. screenwriters, composers, editors) are under consideration.

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

(Project co-ordinator: Karen Jones)

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 printed version of the second revised edition will be published by Aslib, London in late 1987. The printed version will be an extract of the users' version with the addition of an alphabetical subject index to the schedules.

1.4 International Directory of Film and Television Documentation Sources

(Project co-ordinator: Frances Thorpe)

The publication of the third edition of the Directory is scheduled for Spring/Summer 1987. Progress has 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.

1.5 List of national and international abstracting and indexing sources

(Project co-ordinator: Jana Vosikovska)

The list is expected to be finalized by Spring/Summer 1987 and published in "Bibliography of FIAF Members' Publications" 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.**

1.6 Guidelines for the description, handling and storage of poster materials

(Project co-ordinator: Ron Magliozzi)

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.

1.7 Guidelines for describing unpublished script materials

(Project co-ordinator: Ron Magliozzi)

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.

1.8 Union List of Film and TV Periodicals Held by FIAF Archives

(Project co-ordinator: Rui Brito)

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.

1.9 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.**

The revised material for the Documentation Department chapter in the **Handbook for Film Archives** was mailed to Eileen Bowser in December last year.

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 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.

2. 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.

3. Membership

It is with deep regret that the Commission has received the resignation of our President, Milka Staykova, who has decided to resign as President for health reasons. Milka has agreed to remain as an ordinary commission member for the present. We would like to express our deepest thanks to Milka for her extraordinary efforts and accomplishments for the Commission, especially with regards to the P.I.P.

Members of the Documentation Commission:

Rui Santana Brito, Cinemateca Portuguesa, Lisboa
Karen Jones, Det Danske Filmmuseum, København (Acting President)
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
Milka Staykova, Bulgarska Nacionalna Filmoteka, Sofia
Frances Thorpe, British Film Institute, London
Jana Vosikovska, National Film, Television and Sound Archives,
Ottawa

Karen Jones
Acting President