

MINUTES OF THE MEETING OF THE FIAF DOCUMENTATION COMMISSION HELD IN PARIS,
30 May - 3 June 1988

Present 30 May: René Beauclair, Noelle Giret, Karen Jones, Ron Magliozzi, Michael Moulds, Michelle Snapes, Eberhard Spiess, Frances Thorpe, Yana Vosikovska.

1. Approval of the minutes of the Pordenone meeting

- 1.1 Approved without corrections, but with updates on the following items:
- 1.2 On '9. Revision of the Documentation Commission chapter in the Handbook for Film Archives,' it was noted that this publication had not yet been published;
- 1.3 On '9A UNESCO Bibliography,' we made note that we rarely seem to see the results of our cooperation on such projects. None of our members could confirm that the UNESCO Bibliography had been published.
- 1.4 On '10 List of National and International Abstracting and Indexing Sources,' Yana reported that despite the importance of this project, which was seconded by Michael, and despite the need to expand the project to include video disk technologies, she could not proceed without the aid of the European archives.
- 1.5 On '10A FIAF Members Bibliography,' Yana reported that she may be forced to withdraw from the project. Should she continue to edit the material, she will be delivering a discette to the Secretariat for publication.
- 1.6 On '14 Union List of Film and TV Periodicals Held by FIAF Archives,' we recognized that although this is a worthwhile project without Rui Brito it will be necessary to drop the project.
- 1.7 On '17 Preservation of Documentation Materials,' Michelle cited the publication 'International Council of Archives Bulletin 3,' Madrid 1986, which features articles on 'deacidification.'

2. Reorganization of the Documentation Commission

- 2.1 Michelle reviewed the decision of the Executive Committee to disband and reorganize the Documentation Commission which had occurred since the meeting in Pordenone 1986. She thanked the members of the disbanded commission who were in attendance, and she promised that a formal letter acknowledging FIAF's gratitude would follow.
- 2.2 Michelle asked past commission members in attendance to review their experiences on the commission and to evaluate its contributions:

- a. Eberhard stressed the value of the personal interaction between commission members which frequently resulted in solutions to archival problems. He stated that he considered the PIP project to be the single most important contribution of the commission and that the new members must do everything in their power to see that it continues. He also cited the 'International Directory of Cinematographers, Set- and Costume Designers' which will be continuing under his guidance outside the commission.

- b. Karen expressed the hope that her continued presence on the commission would serve to bridge the gap between the new and the old members. Karen explained that the central problem with membership on the commission is the need to balance 'work' time and 'private' time when serving on commission projects. Commission members must be willing to sacrifice some of their work and their private time. She suggested that perhaps shorter tenures would be desirable.

Karen commented on the importance of the FIAF Classification

Scheme which has yet to be published due to an incomplete 'subject index.' A Danish library student has done part of the index, but it is a top priority of the commission to find someone to complete this index. ASLIB is expected to publish when we have completed work.

At this point René presented a thesis on the FIAF Classification Scheme done by a Canadian library student. We wondered what edition of the scheme had been used for this analysis.

c. Michael dated his involvement with FIAF from 1970. He explained the importance of the workshops in improving the skills and the morale of indexers through personal contact. The problem of finding and maintaining contact with skilled indexers is an ongoing one for the PIP editor, and we resolved to push the Executive Committee for more support of PIP in this and other matters.

Ron made the suggestion that we might publish the names of indexers in future, annual volumes as an incentive for their participation.

Finally, Michael raised the point that the PIP office is not being treated as a FIAF office, especially when it comes to the distribution of member publications. We need to bring this issue to the attention of the Secretariat and perhaps the Executive Committee.

d. Frances suggested that in the future host organizations might consider organizing smaller, less formal meetings of colleagues. Such gatherings would be less intimidating to organize.

She announced that the 'International Directory of Film and TV Documentation Centres' would be published in July 1988. Future editions of the directory must develop from the initiative of the Documentation Commission, although Frances believes that St. James Press will be willing to publish later editions.

e. Yana explained that past commission members were "doers," and that in the future she believed the commission members should do more 'managing' of projects and less 'doing' of projects. Under such a mandate the commission would review submitted project ideas or develop projects; attempt to find financial backing; and assign and guide the work on the project.

f. Michelle summed up by expressing the hope that contact between the old and new commission members would be maintained. She also emphasized that ties between the Documentation Commission and the Cataloguing Commission must be strengthened.

- 2.3 Michelle summarized her meeting with the Executive Committee who approved the reorganization of the Documentation Commission and her choices for the new commission: René Beauclair, Cinémathèque Québécoise; Noelle Giret, Cinémathèque Française; Karen Jones, Det Danske Filmmuseum; Ron Magliozzi, Museum of Modern Art; and Michael Moulds, PIP observer.
- 2.4 Michelle reported that she hopes to add at least two more members to the commission and that she has in mind librarians from archives in Cuba and Hungary. She intends to review their qualifications and if appropriate invite them to join the commission.
- 2.5 Michelle announced her desire to appoint a 'Deputy Chairman' to the commission. She offered the position to Ron, and he accepted. It is

hoped that this appointment will help the commission to organize North American activities, such as workshops, the first of which we hope to schedule for Montreal in 1988-89.

- 2.6 Regarding tenure on the commission, the Executive Committee has ruled that all commission members must be re-nominated every two years. Karen asked that her decision to continue on the commission for a limited tenure of one to two years be noted.
- 2.7 The members restated their commitment to develop stronger relations with archives in developing countries.

3. Projects Carried Over from Previous Commission

- 3.1 PIP, see 4. below.
- 3.2 The 'International Directory of Cinematographers, Set- and Costume Designers' is to be carried on outside the commission by Eberhard Spiess, Alfred Krautz and Rui Brito.
- 3.3 'FIAF Classification Scheme' has requested 700 pounds from the publication budget for 1989 to support further revision, editing and the compilation of the subject index. This work may require that Michael travel to Copenhagen where this material is in the computer. We expect ASLIB to publish if we finish the work of editing.
- 3.4 'International Directory of Film and TV Documentation Centres' should be published in July 1988 by St James Press. We anticipate the need for the next edition in approximately five years. René has offered to take over editorship from Frances.
- 3.5 'List of National and International Abstracting and Indexing Sources' is not a project that the new commission will continue. With Yana's agreement we might announce in an upcoming 'FIAF Bulletin' that the list is available in draft form by writing to Yana.
- 3.6 'Union List of Film and TV Periodicals Held by FIAF Archives' is not a project that the new commission will continue. It might be useful for the future edition of the 'International Directory of Film and TV Documentation Centres' to determine what response Rui received from archives during his preliminary work on the project.
- 3.7 'Guidelines for Describing Poster Materials' and 'Revisions of Guidelines for Describing Unpublished Script Materials' will be acted on by Noelle and Ron as co-project coordinators. We recognize that due to the wide range of standards and practices already in use in FIAF archives, it would be of little use to attempt to develop a set of new rules. Instead our aim should be to survey the systems for cataloguing, handling and storing this material that are in use; to compare these systems to those of the Anglo-American Cataloguing Rules as they may apply to scripts, and posters; and to provide the results of our survey and study to FIAF archives.

A scheduled meeting between Noelle and Ron to further discuss this project failed to take place during the FIAF Congress.

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

- 4.1 We noted that there has been discussion in the Executive Committee to end the 3000 pound PIP subsidy with the intention being to force the PIP to survive on its own or fail. We made note of the fact that such publications as the PIP traditionally require subsidy from parent organizations or institutions. It would be to our advantage to encourage the Executive Committee to recognize this fact as well. At the present time, the Executive Committee has approved further subsidy, although it

- was unclear to Michael whether this subsidy was to apply to 1988 or 1989. Continued subsidy would allow Micheal to hire his part-time assistant on a full-time basis.
- 4.2 Fourteen archives currently give full support to the PIP; two archives give half support. This support is scheduled to end in 1992.
 - 4.3 Four archives continue to receive microfiche free of charge.
 - 4.4 Michael explained that although he has more problems with television, due to difficulties in acquiring copies of the periodicals and locating indexers, the majority of new subscribers are joining for the Television Index, and so he hesitates eliminating it.
 - 4.5 In terms of finding indexers for 'problem' periodicals the following tentative arrangements were made:
 - a. Noelle agreed to index a maximum of two French periodicals;
 - b. René has agreed to index Positif;
 - c. Michael made contact with Nancy Goldman at the Pacific Film Archive and Jan-Christopher Horak of the George Eastman House who have offered to index a number of US periodicals including Wideangle and Journal of Popular Film and Television;
 - d. Ron has offered to approach the Museum of Broadcasting in New York City about the possibility of finding indexers at that institution.
5. Plans for Summer School and Workshops (discussed 3 June)
- 5.1 An informal meeting was held between Michelle, Michael, René and Ron to discuss this topic. It was tentatively agreed that we should pursue the possibility of a workshop in Montreal for the Spring of 1989, and a summer school in Cuba for sometime after the Lisbon Congress in the Summer of 1989 or 1990.
 - 5.2 For the Montreal workshop, Michelle will explore funding possibilities through UNESCO. René will look into the possibility of government aid, both provincial and federal; will investigate the possibility of student housing in Montreal's McGill and Concordia Universities, and attempt to put together cost figures for food and lodging; and will explore a possible joint Ottawa-Montreal sponsorship. The workshop will include a maximum of 15 people. It will be run by Michael and hosted by René, with Ron acting to represent the Chairperson and share both organizational and educational duties.
 - 5.3 For the Cuban Summer school, Michelle will again explore UNESCO as a funding source. Michelle expects that Teresa Toledo of the Cuban archive might be willing to serve as host and Spanish-English translator. In addition to investigating arrangements for funding and housing, we must define the course of study and consider speakers and instructors. We discussed the idea of inviting experts from the Library of Congress for instance, but we also considered the possibility of inviting experts from outside FIAF. The Summer school should consist of fifty to sixty students. The following countries and number of possible attendees from those countries were discussed:

Argentina - 1
Brazil - 2
Columbia(Bogota) - 1
Cuba - 2
Mexico - 2
Nicaragua - 1
United States(AFI, Library of Congress, Pacific Film Archive) - 8
<u>Uruguay - 1</u>
total 18

6. Visits by Commission Members during Congress

6.1 As a commission we were given guided tours of the following facilities:

- a. Cinémathèque Française, Musée du cinéma Henri Langlois and Centre de Documentation Bibliothèque by Noëlle Giret;
- b. Cinémathèque Française, Photothèque by Catherine Ficot, Christine Roïtot, Isabelle Delsus and Marie Borel;
- c. Centre National de la Cinématographie by Marc Nicolas and Estelle Baïche;
- d. Bibliothèque Nationale, Arsenal by Emmanuelle Toulet.

7. Future Meetings

7.1 The next Documentation Commission meeting is tentatively scheduled to be held after the FIAF Congress in Lisbon in April 1989. The dates set aside for commission meetings are 20-22 April.

7.2 Later meetings if we continue to hold them in conjunction with FIAF Congresses would be tentatively held in Havana in 1990 and in India in 1991. Athens is also a possible site for a future Congress.

8. Future Projects

8.1 Due to the fact that we were still in the process of reorganizing the commission and were not up to full membership, there were no new projects discussed.