

25 MAY 1989

MINUTES OF THE MEETING OF THE FIAF DOCUMENTATION COMMISSION HELD IN LISBON.
24-25 April 1989

Present: Michelle Aubert, René Beauclair, Noelle Giret, Karen Jones, Ron Magliozzi, Michael Moulds.

1. Introduction of new members and discussion of membership issues

1.1 Janos Varga was announced as a new member, however he was unable to attend the meeting.

1.2 Karen Jones has now officially resigned from the commission.

1.3 In response to our difficulty in attracting qualified and willing new members for the commission from Third World countries, we resolved to answer our pressing need for new members by inviting Nancy Goldman of the Pacific Film Archive and Hans-Peter Reichmann of the Deutsches Filmmuseum to become members.

2. Approval of the minutes of the Paris meeting

2.1 Approved without correction.

3. Proposal for defining and structuring the future work of the commission

3.1 Ron presented his notes on this subject as an informal draft which included four general aims for the commission; methods of achieving these aims; a draft definition and classification scheme for documentation; and four fields of development in documentation work. (see appendix)

3.2 It was decided that these notes might be used as a guideline for our symposium in Cuba 1990. (see below)

4. List of National and International Abstracting and Indexing Sources.

4.1 It was decided that we should eliminate this as a commission project. This decision was arrived at after consultation with past commission member Yana Vosikovska who had headed the project and who stated that due to advances in technology over the past several years the continuation of the project was not advisable.

5. International Directory of Cinematographers, Set and Costume Designers

5.1 Volume Eight on Spain and Portugal and Volume Nine on Hungary have been published. Volume Eight was presented at a meeting of the Congress.

5.2 As this project is now functioning independent of the Documentation Commission, this is the final time that it will appear as a Documentation Commission agenda item.

6. Bibliography: FIAF Members' Publications

6.1 This publication will continue to be compiled and edited by past commission member Yana Vosikovska in Ottawa and published by the secretariat in Brussels.

6.2 For the indefinite future this project will function independent of the Documentation Commission.

7. FIAF Classification Scheme

7.1 An updated and revised print-out of subject listings and sample pages were circulated for inspection by the commission members.

7.2 Karen and Michael met in November 1988 to produce an abbreviated edition of the 'User's Version.' This edition was revised to eliminate an excessive number of UDC examples.

7.3 We hope to publish by the end of 1989. Michael expects to deliver to publisher either camera-ready copy or discette.

7.4 The issue of publication by FIAF versus publication by an outside publisher was discussed. Publication by FIAF would mean greater profit which might be directed to the PIP; publication by an outside publisher would mean a wider distribution but less profit. ASLIB is willing to publish, and it was decided that we should contact Sauer as another possible publisher.

8. International Directory of Film and Television Documentation Centres

8.1 Noted that the edition published in 1988 and edited by Frances Thorpe has sold 270 copies as of April 1989.

8.2 The next edition is planned for 1992. Rene has received the card file for the previous edition, but will reconsider both the form and the content of the next edition. He will study what has not been included in past edition, for instance related libraries. The 'International Guide to Libraries of the Performing Arts' was cited. One of our aims will be to target FIAF archives' needs.

8.3 We again considered the issue of self-publication as a way of increasing profits from the project. Michael suggested that if he were presented with camera-ready copy he would be willing to supervise publication.

9. Guidelines for Describing Poster Materials and Revised Guidelines for Describing Script Materials

9.1 Both these projects have been eliminated from our agenda as they were originally proposed. Instead it appears we will address these areas of documentation in the context of the proposal made in item 3, which might involve defining fields of description and surveying cataloguing systems currently in use in various archives. Ron will distribute material gathered to date.

10. Union List of Early Silent Film Trade Catalogues (1895-1915)

10.1 Michelle circulated questionnaires to FIAF archives and Commission members during the Congress. One questionnaire should be filled out for each catalog held.

10.2 The project is designed to survey the holdings of film catalogs and not equipment catalogs.

10.3 No deadline has been set for completion of the project.

11. International Index to Film and Television Periodicals

11.1 Michael reported that the cumulation is prepared, invoices sent and a leaflet will soon be finished. He will shortly begin sending correspondence in window envelopes.

11.2 In addition to the editor's report dated 30 Mar 1989 which was distributed, Michael circulated lists of PIP indexers and subscribers and an update on the status of indexing for specific periodicals.

11.3 In response to specific indexing problems it was agreed:

- a. Noelle discussed other documentation centres in France which might be willing to index;
- b. Noelle suggested Michael send leaflets and several volumes for display at the symposium on documentation scheduled for the Centre Georges Pompidou in May 1989. Noelle could contact them.
- c. Michelle will pass on Michael's 'problem' update to staff at the BFI, especially as regards TV periodicals;
- d. Ron will contact Richard Koszarski in reference to a complimentary subscription to 'Film History an International Journal.' Ron has also volunteered to ask the Museum of Modern Art bookstore to 'test' the sale of several annual volumes of PIP index at \$60 US dollars;
- e. Noelle agreed to index 'L'Avant Scene' and to contact the publisher about sending Michael complementary copies;
- f. It was suggested to Michael that he contact Monique Charmel at the

INA, Paris in reference to indexing;

- g. It was agreed that the PIP should continue to include 'Cinema' (Zurich). Michael has not been receiving copies.

11.4 Michael has agreed to make 'Revised Guidelines for Indexing' a priority in the coming months. It would be very useful to have these for the Montreal Workshop in June 1989, but it is essential that we have them for Cuba, April 1990.

11.5 Regarding revised 'Subject Headings,' Karen volunteered to create a database in Denmark. She has a staff member who could do the work if paid. She would pass the information on to London where Michael would do periodic updates. Michael discussed the purchase of a 'Thesaurus' program. We discussed at length the problem of producing translations and of controlling the various translations currently in use and circulating. There are for instance two Portuguese translations from Portugal and Brazil, and two French translations from France and Canada. It was agreed that all official translations must be controlled from London. The first three languages for translation are French, Spanish and Portuguese. Noelle and René agreed to collaborate on French translation.

12. Indexing Workshop in Montreal, June 1989

12.1 Plans were finalized for 12-15 June at the Cinematheque Quebecoise. Of the eighteen invitations sent seven were accepted. Including the organizers, the participants are René Beauclair (Montreal), Rui Brito (Lisbon), Nancy Goldman (Berkeley), Ron Magliozzi (New York), Jilly Marsh (London), Ronald Monteiro (Rio de Janeiro), Michael Moulds (PIP), Raymond Soto (Los Angeles) and Manon Viens (Montreal). There is still a possibility that Hans-Peter Reichmann (Frankfurt), Yana Vosikovska (Ottawa) and someone from the Cinematheque Francaise might attend.

12.2 There is no fee for attendance. Participants are expected to pay for travel, lodging and meals.

12.4 Precise agenda not set. Ron will introduce the work of Documentation Commission. Michael will conduct the sessions on the PIP and indexing in general. René will prepare a press release to be distributed locally (Montreal) and a public reception may be held.

13. Documentation Summer School, Cuba 1990

13.1 Due to the commission's participation in the 1990 Congress, plans for a Summer school will be suspended at this time.

13.2 In regard to future plans for commission activity in the Third World, Michelle offered to contact UNESCO for basic information on Third World needs. She proposed that as a principle guiding future contact with Third World, the commission encourage archives in these countries to exercise their 'moral power' to ask for specific things from international funding sources. Such things as microform equipment and supplies, PIP subscriptions, and so forth.

13.3 Michelle cited the UNESCO publication 'Legal Problems Relating to A/V Archives' a working paper prepared by Brigitte Kopfler, March 1989.

14. New Projects

14.1 René proposed an annotated Bibliography of publications related to early film and published before a certain date in the silent period. It has not been decided in what way this would be a revision of the previous FIAF (1967) publication 'Union Catalogue of Books and Periodicals Published Before 1914'.

14.2 René proposed a Union List of equipment catalogues for the silent period held by FIAF archives to be used to facilitate exchange. This would be based on a similar project begun at the Cinematheque Quebecoise. Both of the above projects would aim for the 100th anniversary of cinema as a completion date.

14.3 Ron suggested a publication modeled on the 'self-study guide' recently

published by the New York State Education Department, 'Strengthening New York's Historical Records Programs.' (He has offered to attempt to acquire copies of the book for commission members.) It would be a guide to the identification, acquisition, preservation, storage, cataloguing and access of non-film documentation materials in film archives. It would be based on a survey of procedures currently in use in FIAF archives; the work of the commission for its symposium presentation at the Congress, Cuba 1990; and research into the standards and practices developed by international archival organizations. The work might be published and circulated in draft sections or chapters, and then revised and compiled in final book form. Ron will draft a proposal for the next commission meeting.

15. Other Business

15.1 The commission budget was discussed, particularly regarding Michael's expenses for the workshop in Montreal. He will carry approximately 100 pounds to host a dinner for workshop attendees. After commission expenses were deducted, it appears we have approximately 1000 pounds which might be used for the publication of indexing 'guidelines' and PIP 'Subject Headings.'

15.2 It was resolved that in the future the commission agenda must be distributed before participants leave their archives for our annual meeting.

15.3 There was some debate over the value of holding commission meetings during a Congress. The conclusion was that meeting at a Congress every three or four years might be useful, however the commission appears to work with more energy and concentration when it meets apart from the Congress.

15.4 Hector Garcia Mesa presented the schedule and outlined plans for the symposia during the Congress in Cuba 1990. The commission tentatively agreed to arrive on April 18th, to meet in the afternoon Apr 19 and all day Apr 20. Our presentation is on Apr 23 between 2:45-4:15/4:30-7:00. We will hold a final commission meeting on Apr 25. As 52 Third World countries have been invited to send representatives, we will make it our highest priority to consider the needs of developing nations in the creation of our presentation and to involve them in the structure of our presentation. We will organize a display of FIAF publications and perhaps a display of documentation materials in the four areas which will shape our presentation (see below). We will each speak on our assigned subject for 10-15 minutes with appropriate slides and props; we will submit our 'papers' to Michelle by 1 Jan 1990. Each speaker should prepare a brief bibliography for his subject. These bibliographies and other printed materials such as PIP 'Subject Headings,' indexing guidelines, lists of equipment and supply sources, Karen's article produced for 'UNESCO Courier,' and so forth might be gathered together in a folder or 'kit' and distributed at symposium. Speakers and their subjects are as follows:

Ron - 'Definition/Identification/Acquisition' 2:45-3:15
 Michelle - 'Setting Priorities' 3:15-3:35
 QUESTIONS 3:35-4:15 (coffee break)
 René - 'Organization/Cataloguing' 4:30-5:00
 Michael - 'PIP/Classification Scheme' 5:00-5:30
 QUESTIONS 5:30-6:00
 Noelle - 'Preservation/Storage' 6:00-6:30
 Nancy Goldman and/or Hans-Peter Reichmann - 'Access' 6:30-7:00
 QUESTIONS 7:00 -

Commission members are reminded that it is essential for us to make our presentations visual, particularly through the use of slides. If possible, members should photograph their documentation materials and facilities for the presentation; we will exchange slides before the presentation. If you have slides prepared before the trip to Cuba please exchange them as soon as possible with the member(s) who might wish to use them in their presentation.

15.5 The commission drafted in French and in English proposal forms for new projects and publications which it will present to the Executive Committee for consideration.

APPENDIX: Revised draft of NOTES FOR STRUCTURING THE WORK OF THE DOCUMENTATION* COMMISSION: A Framework within which to Develop Future Projects

- 1) General Aims: to identify the various stages of development that exist in different archives and to develop goals based on this identification;
- to facilitate the sharing of information regarding holdings and resources between documentation centres;
- to aid developing archives in the field of documentation;
- and to respond to requests from the Executive Committee and the General Assembly.

2) Methods of Achieving these General Aims:

yearly Documentation Commission meetings

Workshops and Summer Schools

projects and publications related to documentation needs such as 'International Index to Film/TV Periodicals,' 'International Directory of Film and TV Documentation Centres,' and so forth.

- 3) Draft Definition of Documentation: Any and all information or materials containing information generated in the conception, production, publicity for, distribution of, exhibition of and historiography of film (or television).

4) Draft Classification Scheme for Documentation:

a. PRODUCTION

scripts/treatments
shooting schedules
diaries
reports
financial statements
contracts
interoffice memos
studio records
casting records
set designs
music scores
and so forth

c. DISTRIBUTION

censorship records
company catalogs
distribution records
and so forth

b. PUBLICITY

press releases
souvenir programs
souvenir books/booklets
pressbooks
novelizations
still photographs
and so forth

d. EXHIBITION

pressbooks/campaign manuals
posters
leaflets
theatre programs
box office reports
homevideo release
film festival programming
and so forth

APPENDIX cont'd:

e. HISTORIOGRAPHY

reviews
criticism
books
symposia/conferences materials
filmographies
oral histories
preservation/archival records
scrapbooks
PIP/indexing
Classification schemes
and so forth

5) Areas for Project Development (work/guidelines in these areas should be as specific as possible):

to define, identify and acquire

to catalog

to preserve and to store

to access

* perhaps the expression 'non-film documentation' would be more precise

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