

**REPORT OF THE DOCUMENTATION COMMISSION  
TO THE ANNUAL CONGRESS  
MONTEVIDEO, APRIL 1992**

1. MEMBERSHIP

Ron Magliozzi would like to thank members of the Executive Committee, and especially our Commission's past president Michelle Aubert, for their support in electing him to the presidency of the Documentation Commission.

Current members of the Commission:

Rene Beauclair, Cinematheque Quebecoise Montreal  
Noelle Giret, Cinematheque Francaise Paris  
Nancy Goldman, Pacific Film Archive Berkeley  
Ronald S. Magliozzi, Museum of Modern Art New York

Michael Moulds, Editor of the INTERNATIONAL INDEX TO  
FILM/TV PERIODICALS London  
(permanent observer to the Commission)

Membership on the Documentation Commission is lower than we would like at the current time. We are considering several potential candidates, and we are always open to suggestions from FIAF members.

2. MEETINGS

The Documentation Commission's North American Working Group held its third meeting in New York, 23-27 March 1992. The working group consists of Rene Beauclair, Nancy Goldman and Ron Magliozzi; and it has in effect been acting on behalf of the full Commission since Michelle Aubert's resignation in the Fall of 1991.

The central task of the working group is the Commission's project: FIAF HANDBOOK ON FILM DOCUMENTATION (discussed below). However, at the March 1992 meeting its agenda included all the issues and projects facing the full Documentation Commission. The Commission president wishes Nancy and Rene to be given due credit for their contributions to all Commission matters.

### 3. PROJECTS

- 3.1 INTERNATIONAL INDEXES TO FILM AND TELEVISION PERIODICALS  
(PIP)  
Michael Moulds, editor

A report by the editor about the present situation and prospects is attached. ("Attachment A")

- 3.2 INTERNATIONAL DIRECTORY OF FILM AND TV DOCUMENTATION CENTRES  
Rene Beauclair, coordinator/editor

To date 156 questionnaires have been sent to both FIAF and non-FIAF film and tv documentation centers around the world. Of this number, 56 institutions have failed to respond. Please consult "Attachment B" with this report for a list; and if anyone is able to aid us in our effort to achieve a response from those institutions which appear on this list please do not hesitate to contact a member of the Commission.

By the end of May 1992, we expect to have a first draft of the new edition. July 1992 is the final deadline for inclusion in the next edition.

The next edition will be bi-lingual: English and French. It will also include an essay on FIAF and its activities and a list of FIAF publications. Rene Beauclair is in the process of negotiating with St James Press, publisher of the previous edition, and Saur regarding the new volume.

- 3.3 BIBLIOGRAPHY OF FIAF MEMBERS PUBLICATIONS  
Rene Beauclair, coordinator/editor

The 1990 edition is nearly completed. We are in the process of producing the English translation. The publication is bi-lingual: French and English.

We now face the problem of financing its publication. Previous editions were edited by Yana Vosikovska in Quebec and published by the FIAF Secretariat in Brussels. The secretariat is unable to continue publishing the work. We are considering a combination of two options by which to make the work available: First, we will publish an English language version as a supplement to the annual volume of the INTERNATIONAL INDEX TO FILM PERIODICALS. And secondly, follow this with the publication of 200 copies of the bi-lingual edition to be produced as inexpensively as possible in Montreal through a funding source we are still pursuing.

3.4 FIAF HANDBOOK ON FILM DOCUMENTATION  
Ron Magliozzi, coordinator/editor

A detailed 28 page draft outline has been prepared. Please contact Mr. Magliozzi if you wish to receive a copy.

Our goal is a substantial publication on the subject of film documentation that will take its place as the basic reference work on the subject. Our work to date suggests that the HANDBOOK could number between 300 - 600 pages in length. We expect to publish individual sections of the HANDBOOK as "papers" over the next few years. We trust that this process will provide us with critical comments on the HANDBOOK section by section and will lead to a much improved final revised edition.

We have begun work on rough drafts for various sections of the publication as follows:

Introductory chapters - Ron Magliozzi  
Books - Nancy Goldman  
Periodicals - Rene Beauclair  
Stills - Alain Gauthier (CQ, Montreal)  
Glossary - Ron Magliozzi

It is our hope to attract other potential contributors to the HANDBOOK from within the FIAF archive system. To this end our outline and rough drafts should serve as guidelines for future contributors. We welcome hearing from any FIAF member with expertise on a particular kind of film documentation who might be willing to write for the HANDBOOK.

Among the kinds of documentation yet to be assigned:

Scripts  
Clippings/clipping files  
Posters  
Papers and manuscript collections  
Pressbooks/press kits  
Promotional and Merchandising items  
Music scores  
Production design materials  
3-Dimensional objects  
Machine-readable documents  
Audio-visual documents  
and so forth.

Ronald S. Magliozzi  
Documentation Commission

**fiaf**

DOCUMENTATION COMMISSION

INSTITUTIONS WHICH HAVE NOT ANSWERED  
THE QUESTIONNAIRE FOR  
THE INTERNATIONAL DIRECTORY OF FILM AND TV  
DOCUMENTATION CENTERS  
ON APRIL 1992

- Alger. Cinémathèque algérienne. Centre algérien de la cinématographie
- Beijing. Zhongguo Dianying Ziliaoguan (China Film Archive)
- Beograd. Fakultet Dramskih Umetnosti (Faculty of Dramatic Arts)
- Beograd. Jugoslavenska Kinoteka
- Berlin. Deutsche Film und Fernsehakademie Berlin
- Berlin. Hochschule für Film und Fernsehen der D.D.R.
- Bogota. Cinemateca distrital de Bogota
- Bry/Marne. Institut national de l'audiovisuel
- Bucuresti. Arhiva nationala de filme. Documentation Department
- Buenos Aires. Fundacion cinemateca argentina
- Camperdown. Color Film PTY Ltd
- Caracas. Fundacion academia nacional de ciencias y artes del cine y la television
- Dublin. Liam O'Leary Film Archives
- Frankfurt. Deutsches Filmmuseum. Documentation Department
- Frankfurt. Deutsches Institut für Filmkunde
- Hanoi. Vien Tu Lieu Phim Viet Nam. Archives du film du Vietnam

Helsinki. MTV OY

Islamabad. Pakistan Television Corporation

Jerusalem. Archion Israeli Leseratim/Jerusalem Cinematheque

Kobenhavn. Det Danske Filmmuseum. Documentation Department

London. British Film Institute. Information Division, Stills, Posters & Designs

London. Channel Four Television

Los Angeles. American Film Institute. The National Center for Film and Video Preservation

Los Angeles. U.C.L.A. Film and Television Archive. Theater Arts Library

Los Angeles. University of Southern California. Cinema-Television Library

Lund (Sweden). Asta Nielsen Filmmuseum

Luxembourg. Cinémathèque municipale de la ville de Luxembourg

Madison. Wisconsin Center for Film and Theater Research

Manila. Film Archives of the Philippines

Mexico. Cineteca nacional

Milano. Cineteca Italiana

Montevideo. Archivo nacional de la imagen

Nashville. Vanderbilt Television News Archive

New York. CBS News Archives

New York. Museum of Television & Radio

New York. New York Public Library. Music Division

North Ryde. Australian Film and Television School

- Oslo. Norsk Filminstitutt
- Ottawa. Moving Image and Sound Archives. Documentation and Public Service
- Paris. Bibliothèque nationale
- Perth. The State Film Archives of Western Australia
- Reykjavik. Kvikmyndasafn Islands
- Roma. Cineteca nazionale. Centro sperimentale di cinematografia
- Sydney. Sydney Opera House. Dennis Wolansky Library and Archives of the Performing Arts
- Tel Aviv. Israel Film Institute
- Tokyo. National Filmcenter
- Toulouse. Cinémathèque de Toulouse
- Vancouver. Pacific Cinémathèque Pacifique
- Villeurbanne. Comité de fondation du Musée dy cinéma de Lyon
- Waltham (USA). National Center for Jewish Film
- Washington. Library of Congress. Motion Picture, Broadcasting and Recorded Sound Division
- Washington. Television News Study Centre
- Wien. Osterreichisches Filmarchiv
- Wien. Osterreichisches Filmmuseum

René Beauclair  
International Directory of Film and TV Centers  
Cinémathèque québécoise  
335 Boul. De Maisonneuve Est  
Montréal, Québec  
Canada H2X 1K1



# INTERNATIONAL INDEX TO FILM/TELEVISION PERIODICALS

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April 92

## EDITOR'S REPORT

### 1. Film and television volumes and microfiches

1991 saw the publication of the third television volume, which covered the period 1983-86, and the 1990 film volume which was published in September. This year we hope to bring out the 1991 film volume during the summer, and the next television volume, for 1987-90, in the autumn.

The 1987-91 microfiche cumulations (18 fiches for film and eight for tv) will be despatched next week, together with the first despatch for 1982.

### 2. Staff

For the last six months Milka Staykova from the Bulgarska Nacionalna Filmoteka has been working with us (she has just returned home). This has been a very happy and productive time for us, and I hope for Milka too. She has helped enormously in reducing the backlog of indexing of Russian, Bulgarian and East German periodicals, as well as giving me invaluable assistance with invoicing. It occurs to me that other archives might consider sending us a member of staff on leave of absence for a few weeks! It could be beneficial to both of us, since we could provide a period of intense training while they were helping us in our work.

### 3. Finance

As a result of receiving most of the income from the 1989 and the 1990 volumes in the same year our finances this year present a healthy picture. We have paid off the outstanding Fiaf loan and still carried forward a balance of more than £14,000. However this situation will not be repeated, and the publication of the television volumes does very little more than cover its costs. Sales of the microfiches and the volumes too appear to have reached a plateau which does not seem to be improved by publicity.

### 4. CD-ROM project

As I said in my last report I feel that the way forward is with CD-ROM and several months of investigation have confirmed my opinion. The complications of our requirements proved too much for the Philips Interactive system. On the other hand the estimate for the Reed Opti-Ware software is out of reach for us without a grant, which I am not optimistic about getting. As a compromise I am having discussions with the Open University (who created the CD-ROM for The Times newspaper). Their provisional

estimate for our requirements is £6-10,000. I am waiting for a more precise figure.

I have allowed £5000 this year and next year for the CD-ROM project in my proposed budgets. This will probably not be enough to cover the costs, bearing in mind that the production of the disk after the development cost is in the region of £2,500, and there is also design and marketing to allow for.

Should we go ahead with the Open University my proposed timetable for the project would aim at a first disk in September. I am hoping that it will be technically possible within the budget to incorporate the data which was input on Infodoc's computer from 1983 to 1986. At this stage modifications and improvements can be made to the disk. The first commercially-aimed disk should be produced in the spring of 1993.

Present intentions are to bring out one disk per year. I would hope to keep a microfiche service in operation (albeit on a less frequent basis than at present) for those existing subscribers who are not ready for the CD-ROM, and it could also operate if required as an update service for CD-ROM subscribers. Both the film and television databases would be included, but probably not merged. The pricing structure cannot yet be decided on, but in the first years I would not expect it to exceed £500, to allow for discounting, with a supplement of possibly £100 for the microfiche updates. We could reasonably expect to cover our costs with the first disk in 1983, though we may well have some cashflow problems before then. The British Library are interested in the venture, and may come up with a proposal for joint publishing on a cost/profit sharing basis. I have also submitted a request for a grant to the Library of Congress (c/o David Francis). There is also a possibility of sharing costs with the Design & Applied Arts Index in a joint CD-ROM.

There is now a great interest in this medium and Variety published a special report on it in their March 9th issue. The potential market is much greater than for microfiches, which is now out-of-date and unpopular with users. I am aware that several university librarians buy the book only because students will not use the microfiches. There are over 500 media courses in the USA listed in the AFI Guide to College Courses. We have these and over one thousand other addresses listed on our publicity database.



BUDGET 91	RESULT 91	BUDGET 92	FORECAST 93
RECEIPTS			
4700	4700	14288	1899
Balance at start of year			
24000	26946	28500	35000
Subscriptions			
7400	7374	7400	7400
Support			
39000	43746	30000	32000
Film volume sales			
5000	5268	1900	3400
TV volume sales			
1000	645	200	100
Micro. cumulations			
500	132	200	200
Other publications			
800	292	300	350
Back periodicals			
0	935	450	450
Fiaf grant (accountancy)			
0	87	90	100
Misc. income			
0	397	400	400
Bank interest			
<u>82400</u>	<u>90522</u>	<u>83728</u>	<u>81299</u>
PAYMENTS			
820	580	700	800
Rates			
68	67	80	90
Water rates			
1829	1391	1500	1650
Service charges			
5645	5644	5644	8000
Rent			
0	0	95	10
Office cleaning			
85	126	140	150
Electricity			
620	577	630	700
Telephone			
190	217	240	264
Insurance			
500	151	400	200
Office equipment costs			
200	157	200	200
Furniture & fittings			
50	22	100	50
Refreshments			
st:10007	st:8932	st:9729	st:12114
sub-total: Office costs			
9265	9203	5100	5400
Print costs: film vols.			
4680	3337	5000	0
Print costs: TV vols.			
1900	0	2000	900
Other printing projects			
st:15845	st:12540	st:12100	st:6300
sub-total: Printing			
600	552	650	650
Microfiche production			
200	235	100	0
Microcumulations			
760	91	200	200
Computer supplies			
400	598	1500	500
Computer hardware			
750	0	500	0
Revelation software			
100	210	300	300
Other software			
st:2010	st:899	st:2500	st:1000
sub-total: Computer			
672	956	1000	1200
Travel (Abroad and UK)			
100	15	100	100
Reference books			
40	44	50	55
Subscriptions to BFI			
57	134	200	250
Bank charges			
598	520	450	550
Accountancy			
5300	5307	0	0
Fiaf loan repayments			
st:5955	st:5961	st:650	st:800
sub-total: Finance			
26000	24470	27000	30000
Monthly salaries (net)			
14050	13559	14700	16400
Taxes, N.H.I. & Pension			
4160	3026	4000	5000
Invoicer/indexer			
st:44210	st:41055	st:45700	st:51400
sub-total: Staff			
680	181	350	220
Stationery			
200	0	200	220
Publicity			
3000	4679	3500	3500
Postage & distribution			
130	185	200	220
Couriers & faxes			
Project: CD-ROM		5000	5000
<u>83649</u>	<u>76234</u>	<u>81829</u>	<u>82779</u>
Total payments			
-1249	14288	1899	-1480
Bank/cash at year end			