

REPORT FROM THE DOCUMENTATION COMMISSION
TO THE FIAF EXECUTIVE COMMITTEE
NEW YORK, NOVEMBER 1992

I. MEETINGS AND MEMBERSHIP

1.1 MEETINGS

The Documentation Commission met in Montréal at the Cinémathèque Québécoise from 19-23 October 1992. See appendix "A" for minutes.

1.2 MEMBERSHIP

The current, active members of the Commission are:

René Beauclair, Cinémathèque Québécoise
Nancy Goldman, Pacific Film Archive
Ronald S. Magliozzi, Museum of Modern Art

Michael Moulds, PIP -permanent observer

We regret that Noëlle Giret, Cinémathèque Française has not been in communication with the Commission for some time. We are currently in the process of attempting to determine her future on the commission.

We are pleased to announce that Teresa Toledo, Cinemateca de Cuba and Rui Brito, Cinemateca Portuguesa have agreed to join the Commission subject to the approval of the Executive Committee. We are considering Brigit Kinally, National Film Archive (London) for membership in late 1993, subject to her availability. We have had no response to several inquiries sent to the Deutsches Filmmuseum regarding the possible membership to Hans-Peter Reichman, and so we do not intend to pursue his nomination any further.

We are also pleased to announce that Meg Labrum, National Film and Sound Archive (Canberra) has been accepted as a corresponding member.

2. CURRENT PROJECTS

2.1 BIBLIOGRAPHY OF MEMBERS' PUBLICATIONS

The 1990 edition edited by René Beauclair with the assistance of Nancy Goldman has been published and distributed to FIAF archives. For the first time and as an experiment, we have also published the BIBLIOGRAPHY as an addendum to the annual volume of the INTERNATIONAL INDEX TO FILM PERIODICALS 1991. The purpose of this experiment is

- to establish the benefit of such publication as
- as a method of promoting the work of FIAF;
- to enhance the appeal of the PIP annual volume;
- to determine the cost effectiveness of such publication.

We intend to continue the experiment with the inclusion of the 1991-92 BIBLIOGRAPHY in the annual volume for 1992 with a reference to its inclusion in publicity and on the title page of the volume.

The cost of the separate 1990 edition published for distribution to FIAF archives was \$837.81 Canadian dollars plus postage. We judge this cost to be much too high and are investigating photocopying rather than printing as a way of reducing costs.

As with all our projects, cutting costs is a high priority. Our hope is to keep production and distribution costs low enough to continue the project with minimal funds drawn from our Commission budget.

2.2 COMPUTERIZATION OF FILM DOCUMENTATION SURVEY

We have reviewed the initial draft of this survey. Our review resulted in the elimination of a large number of questions which have been effectively answered in the computerization survey done by the Cataloguing Commission.

A number of archives have embarked on computerization of their documentation collections and the need for guidance from the Commission is evident.

2.3 PIP EDITOR'S REPORT

See appendix "B"

2.4 RULES FOR PREPARING FILMOGRAPHIES: JOINT CATALOGUING AND DOCUMENTATION COMMISSION PROJECT

The Cataloguing Commission has responded to our initial thoughts on filmographies with a draft schedule for work on the project.

We are in the process of drafting lists of minimum and maximum information required for filmographies.

2.5 INTERNATIONAL DIRECTORY OF FILM AND TV DOCUMENTATION CENTRES

We are in the final editing stages of the manuscript which we expect to be triple the size of the last edition, approximately 350 pages. We have decided to change the name of the publication to the "International Directory of Film and TV Documentation Collections" which we feel more accurately describes the publication.

The problem of choosing a publisher for the directory has taken up a great deal of our time. We have been negotiating with both Saur and St. James. Although these negotiations continue, we are proceeding with a scheme to publish and distribute the directory ourselves, using the facilities and distribution system of the PIP. We have begun the process of costing out printing, publicity and distribution. Initial estimates are in the high range of 4,000 british pounds for 500 copies with the sale of 90 copies at a cost of \$75 US dollars as a rough break even point. It is our goal to publish the directory without FIAF funding which is not available, and to use the profits as funding for the PIP/CD-ROM project. As with the PIP, archives will be required to purchase copies of the directory.

2.6 NEWSREEL PROJECT

We are in the process of preparing a bibliography of articles, books and periodicals on the newsreel for distribution at the 1993 Congress in Norway, as the Documentation Commission's contribution to the "Newsreel" symposium. In the event that the symposium papers are published, the bibliography could be included.

2.7 HANDBOOK ON FILM DOCUMENTATION

We have first drafts for the chapters on books and periodicals which are in the process of revision. We have begun discussions with a number of individuals in various FIAF archives as well as outside experts who have expressed

interest in the project. We expect to have drafts of the introductory chapters and the glossary for discussion in Norway.

3. OTHER BUSINESS

3.1 DOCUMENTATION COMMISSION ARCHIVE

René Beauclair has reaffirmed his offer to become our Commission archivist. He has begun collecting and cataloguing documents recording the history of the Commission's activities. We are in the process of contacting past members of the Commission for documentation, including photographs, pertaining to the Commission. The archive would be housed at the Cinémathèque Québécoise during his term.

3.2 PUBLICATION OF PAPERS GIVEN IN HAVANA 1990

We are planning to circulate the text of the five papers on film documentation delivered by members of the Documentation Commission during the FIAF Congress in Havana to FIAF archives. These papers form the basis of our HANDBOOK ON FILM DOCUMENTATION. With the addition of a brief introduction, they will be circulated in a photocopy format.

Ronald S. Magliozzi
Chairman, Documentation Commission