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Oct 1969

Meeting at Wiesbaden on October 21st, 22nd and 23rd 1969

Members present

Miss Brenda Davies, N.F.A., London, Chairman

Mrs Eileen Bowser, New York

Miss Karen Jones, Copenhagen

Dr Alfred Krautz, Berlin

Mme Eliane Latour, Brussels, Secretary F.I.A.F.

Mr Eberhard Spiess, Wiesbaden

Mrs Elzbieta Moszoro, Warsaw and Mr Voiculescu, Bucarest had not arrived when the meetings began. It was hoped that they would appear later but in the event they were unable to come.

AGENDA

1. Rules of the Commission
2. Election of Vice-Chairman
3. Programme of future work
4. Co-ordination of indexing periodicals (including consideration of the Rumanian publication "Cinematografia in Presa")
5. Questionnaire on related material
6. Joint session with the Cataloguing Commission
7. Bibliographies: F.I.A.F. and the Venice Biennale
8. Library accession lists
9. Machinery for the exchange of information
10. F.I.A.F. Directory

First Session. October 21st. Morning.

The Chairman, Miss Davies proposed an addition to the agenda - storage and cataloguing of related material and this was accepted as item number eleven.

Proceeding to the first item on the agenda - Rules of the Commission, the Chairman reported that the Executive had now studied the suggestions put forward by Mr Klaue and herself and had adopted the following rules for F.I.A.F.

Commissions:-

1. The Chairman of each Commission should be elected by the General Meeting and would propose the members of this Commission to the Executive Committee.
2. A Vice-Chairman should be elected by the Commission to replace the Chairman if needed.
3. The Chairman should be responsible for the work of the Commission, for calling the Commission's meetings etc.

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4. As far as possible, the General Secretary should provide the technical help for taking notes and making the minutes of the meetings, under the responsibility of the Chairman.
 5. The Commission should consist of a limited number of specialists workers. There should be a stated maximum of SEVEN members, chosen for their experience rather than as representatives of a particular archive. The Executive Committee is however authorized to increase this number.
 6. The Commission should be given definite terms of reference, in writing by the Executive Committee having heard the Chairman's suggestions, and instructed to produce a report within a stated time.
 7. The Commission should meet in private but should be empowered to call for evidence or reports from non-members. The Chairman is authorised to invite observers.
 8. The Commission meetings should preferably be held outside the framework of FIAF General and Executive meetings, leaving any Commission members who are also at the Executive free to attend.

A programme for the Documentation Commission had also been accepted by the FIAF Executive as follows:-

- Programme*
1. to make recommendations for the storing, the collection and the cataloguing of all related material,
 2. to discuss the principles of exchange of related material between archives,
 3. to develop the already existing system of indexing film reviews and other sources for filmographic work in the archives. This work should include more members than simply those of the Commission

In accordance with rule number 2 of the approved rules the Commission then proceeded to the election of a Vice-Chairman and Mr Spiess of the Deutsches Institut fur Filmkunde was elected unanimously.

The Commission then proceeded to a general discussion on communication between Archives and it was regretted that material often seems to go astray. There followed some discussion on the future work of the Commission and it was reported that the list of abbreviations for the use of indexers had been recommended to all archives (see the interim report of the Commission submitted to the Annual Congress in New York). Other matters which we would be discussing include the exchange of related material, the indexing of periodicals and a proposal for the compilation of a FIAF Directory or a News Bulletin which would, among other things, provide information on work in progress in the hope of avoiding overlapping.

Indexing of periodicals.

Periodical indexing

It was reported that the exchange of indexing sheets now covered twenty-three periodicals and offers had been received from Sweden to do "Chaplin" and "Filmrutan". A letter had also been received from Austria regretting that the Archive was not able to participate in the exchange because of staff shortage but suggesting the addition to the list of "Filstudio", "Isskusstvo Kino", "Bianco e Nero" and "Film Culture". The Chairman drew the Commission's attention to the Rumanian publication "Cinematografia in Presa" which has for some years been publishing a quarterly index to some twenty-four ^{cinematographic} periodicals including most of those involved in the F.I.A.F. exchange scheme. It had been hoped that Mr Voiculescu from Bucarest would have joined the Commission but unfortunately he was unable to come. It was agreed that the Rumanian publication would be extremely valuable as an indexing guide to Archives who index only by film title and personality. Its use as a guide for subject indexing was limited by language problems as it is naturally printed in Rumanian. There was also of course the time-lag problem. Many Archives need to index periodicals immediately upon receipt and

every effort must be made to circulate the indexing guide sheets within one week of the periodicals's appearance. If it were possible to publish "Cinematografica in Presa" in French or English its use could be greatly extended and the Commission wondered whether FIAF could help in some way. The matter should certainly be raised at a later meeting when it was hoped that a Rumanian delegate would be present. Mr Spiess made the point that the present FIAF exchange system does not suit all the systems existing in different Archives. The question of providing the guide sheets in the form of an index cards which could be instantly incorporated in each Archive's system was discussed again and Miss Jones undertook to try to develop such a card which should include, for each film reviewed, the original title and the title used in the review (in capitals with the article following in lower case), the name of the director (surname followed by given name), the name of the journal the issue number, date, page number and in the case of a long article, the reviewer or author's name. A questionnaire is to be sent to all Archives asking whether they would prefer such a system and requestin them to state the size and form of the card they now use.

As at previous meetings it was agreed that any form of indexing exchange will work smoothly only when a central system with good duplicating facilities has been established, preferably by the FIAF Secretariat. A fee could be charged for the use of exchange facilities by Archives or other organisations outside FIAF.

The session closed with a brief reference to the book library field. It was felt that the Commission had not yet concerned itself with the problems of this field but that if books were to be included in "related Material" they should give it their attention in future.

2nd Session, October 21st, afternoon.

Reverting briefly to periodicals the Commission discussed some of the problems of acquisition and language. Archives should be encouraged to provide information about their holdings and in this connection the proposed FIAF Directory may eventually be able to help. A scheme of holdings of German periodicals up to 1945 had already been developed by the Deutsches Institut fur Filmkunde and lists of holdings of the Belgian, British and American Archives already exist. The Commission proposes to establish a list of "Photoplay" holdings. Arising out of this discussion mention was made of the prospect of micro-filming and re-printing of old and rare periodicals. Mr Spiess tells the Commission that Kraus Reprint, USA/Lichtenstein is interested in hearing of old journals for reprint and "Revue du Cinema" and "Cine-magazine" are immediately mentioned. Mr Spiess also reports that the American firm AMS which has reprinted "Cahiers du Cinema" was not aware that two indexes to Cahier (numbers 1 - 50 and 51 - 100) were already in print.

write in the index cards in the same way as report of Photoplay

The Chairman reported briefly on the experimental use of microfilm in London and it was agreed that more technical information on microfilm equipment is needed. Miss Jones stressed the need for a co-ordinated list of periodicals which are available on microfilm with information about the price and the supplier. The Chairman undertook, on behalf of the NFA to provide such a list and also to co-operate with Mrs Bowser on a list of "Photoplay" holdings.

Storage and preservation of related materials

Discussion of this subject began with the question of stills. The Commission has already recommended the report of the Yugoslav Archive on this subject but some points remain outstanding. One is the question of identification of American stills which was brought up at the Brussels meeting of the Mrs Bowser reported that even the

question/
of preservation it was reported from London that correspondence was going on with Kodak on the question of deterioration and how this can be prevented but no definite answer has been received. London is also considering the use of microfilm as a means of preserving stills. It would be used to produce copies for selection thus saving the originals from being handled. It is believed that this may prove to be the best answer but at present the cost is likely to be too great for most Archives.

Deanna has in file!

With regard to posters the Commission gratefully acknowledged receipt of the illustrated booklet from the Dutch Film Museum and is glad to recommend this publication to all Archives and other organisations in the field as a manual of advice on the preservation of posters. It was regretted that our Polish delegate was unable to be with us as we felt she could have given us useful information on work with posters in her country. Mrs Bowser explained that in New York film posters were kept in the Museum's Design section which meant that they were not classified according to their cinematic interest.

We proceeded to a discussion of methods of preserving press clippings and again it was agreed that microfilm is probably the best answer especially from the security point of view. This led to an exchange of views on security methods in Archives from which it emerged that we all have difficulties caused by loss and theft. There is a particular problem in the acquisition and use of scripts because of the copyright position. There is a considerable black market in Xerox copies of scripts and Archives are recommended not to allow any scripts in their possession to be ~~micro~~ copied.

In the bibliographic field there was discussion on problems of information. Most Archives receive annual requests from the Venice Biennale and from the Rumanian Archive for information on books published in their countries. They therefore have to prepare this information twice. In the absence of our Rumanian delegate it was not possible to proceed further but it was agreed to ask the Rumanians whether some method of co-ordinating these two annual tasks was possible. Mr Spiess agreed to take over the indexing of the two volumes of Kalbus' "Vom Werden deutscher Filmkunst" by the Wiesbaden Archive. *Erstelle gibt?*

Third Session, October 22nd, morning

This session was almost entirely devoted to the proposed FIAF Directory. Realising that the Commission is already collecting information from many Archives which may not be generally available throughout FIAF and feeling that there is a general lack of published information on the work of FIAF, the Commission suggest for itself the task of compiling a FIAF Documentation Directory which it hopes may also be available for reference in film and library organisations outside FIAF. It is understood that the Secretary-General approves the idea in principle. The Commission therefore presents for the consideration of the Executive the following table of contents:

1. Introduction, explaining the aims and objects of FIAF.
2. List of names and addresses of member Archives, with names of principal officers and Heads of Departments.
3. Explanation of FIAF rule that enquiry must be initiated in the enquirer's home Archive.
4. Information on holdings of documentation material in FIAF.
 - a) Books - size of stock and whether available for loan
 - b) Periodicals - list of holdings, whether available.
 - c) Co-ordinated list of periodicals on microfilm, with sources
 - d) Related material holdings *Dupl. material available in del 15 to del 100 del 100*
 - e) Areas of specialisation *M3*
 - f) Availability of information services *Technical equipment*
 - g) Details of viewing facilities *What copying equipment*
 - h) Co-ordinated list of FIAF and member publications
 - i) Availability of copying or micro-film services

Redundant work being done with collections from all kinds being used in the a. How much indexing is done on books and periodicals

for information on eye work

- j) Script holdings - whether lists of titles available
- k) List of Documentation Commission projects and any other research projects known to the Commission.
- l) Book indexes already prepared for the Commission and where they can be obtained.
- m) Other bibliographic information (e.g. availability of accessions lists and bibliographies)

burden for dit and ditte?

The Commission felt that much of the information on holdings necessary for such a project would be contained in the replies to Mr Klaue's proposed circular on related materials and it hopes to collaborate with him on sending out a joint enquiry. It visualises the Directory as being cheaply produced - perhaps duplicated or phot-printed.

Finally the Commission returned to our periodical indexing problems and it was felt that we should be in a position to recommend methods of subject indexing. With this end in view it was proposed that we set up two projects:-

- 1) A study of the use of numerical systems with particular reference to the Dewey extension in use in Copenhagen. This study to be undertaken by Miss Jones in collaboration with Miss Hartnoll, Librarian of the N.F.A.)
 - 2) A study of "Key Word" systems. In this connection the Commission seeks advice from an Archive which can provide expert advice in this field. The N.F.A. is already studying a revision of its own system and would be willing to collaborate.
- word used ditte?*

Returning briefly to related materials the Commission discussed whether it should lay ~~any~~ ^{down} principles of exchange. In general it was agreed that original material should never be loaned but that copies should be made available. In the case of items such as posters where this is impractical adequate safeguards should be insisted on.

Fourth session, October 22nd, afternoon.

The subject of this session was the establishment of international filmographic information. The Commission wondered whether it would be possible to agree on a standardized system for the exchange of such information. In this connection it felt that the form being prepared by the Cataloging Commission might be the answer. We wondered also whether it would be reasonable to expect each Archive to produce details each year of the feature film output of its own country. The "Filmografischer Jahresbericht" of the East German Archive is mentioned with appreciation as a good example. It is appreciated of course that the problem is quite different in countries where film production is on a commercial instead of a state basis. It was agreed that inter-archive exchanging of such information is desirable the real aim should be to establish a central organisation, run by FIAF and working perhaps with a computer as the American Film Institute will do on its cataloguing project. The whole question of national filmographies needs to be discussed with the Cataloguing Commission and the following points must be cleared:

- 1) Definition of feature film by length
- 2) Methods of collecting data from independent film-makers
- 3) Methods of establishing the original title
- 4) Agreement on year to be used - year of production or year of release.

Once again we regretted the absence of our Rumanian delegate as the experience of the Bucarest Archive in its work on filmographic sources would have been valuable to our discussion.

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Joint session of Cataloguing and Documentation Commissions
October 23rd, morning.

Mr Klaue, who was in the chair, suggested that there should be an exchange of minutes and working papers between the two Commissions and this was agreed. It was hoped that it would be possible to hold one more meeting in 1970, possibly in Budapest.

The two Commissions exchanged brief reports on the work in which they had been engaged. There was then a general discussion on subject classifications for books, films and periodicals and the extent to which they overlap. The general conclusion was that there is no overlap in practice but M. Ledoux was not in agreement. All members were asked to supply particulars of the subject classifications in use in their own Archives.

On the subject of National Filmographies it was agreed that FIAF would issue a further appeal on this with a special plea for information on unpublished lists at present unknown to other members.

The Documentation Commission sought information on FIAF research projects which might eventually be included in the list of such projects in the FIAF Directory. M. Ledoux mentioned the following:

- 1) List of films on the subject of cinema (Hungary)
- 2) List of filmographical sources (Poland)
- 3) Bibliography of National Filmographies (Rumania)
- 4) Bibliography of FIAF Publications
- 5) Bibliography of film books published before 1914 (Belgium)
- 6) Annual bibliography of books on the cinema (Rumania)
- 7) Atlas on American slapstick comedians (Czechoslovakia)

As well as the above the Directory ought to be able to draw attention to articles in periodical literature on the work of FIAF or individual Archives also to film research projects known to be in progress outside FIAF in film schools, universities etc.

The Polish delegate to the Cataloguing Commission drew the meeting's attention to the importance of unpublished filmographies such as the Polish one on shorts. He also explained that the Cataloguing Manual should include an appendix of filmographic sources for identification and cataloguing. This might perhaps be of use to the Documentation Commission. He also stressed the need for the publication of identification material on other national groups.

In reply to a question M. Ledoux said that the FIAF Commissions at present in operation were those on Identification, Preservation, Cataloguing and Documentation.

Final session. October 23rd.

In the remaining time there was general discussion of the problems we had met and a confirmation of the various tasks we had all undertaken. In particular we discussed in detail the design of a card for the exchange of periodical and filmographic information. Thirteen items were selected from the "Maximum data" list (Appendix 2 of the Commissions Interim Report to the annual congress in New York) and it was agreed to work on this basis on a card 6" x 4". Reverting to our discussion of classification systems Dr Krautz of the Institut für Filmwissenschaft in Berlin offered to send advice on the "key-word" system in use there.

F.I.A.F.COMMISSION ON DOCUMENTATION

Meeting at Wiesbaden, October 21st, 22nd and 23rd, 1969

DRAFT AGENDA

- 1) Rules of the Commission. *(see programme)*
 - 2) Election of Vice-Chairman. *(Spain)*
 - 3) Programme of future work. *see slide 55*
 - 4) Co-ordination of indexing of periodicals (including consideration of the Rumanian publication "Cinematografia in Presa").
 - 5) Questionnaire on related material.
 - 6) Joint session with the Cataloguing Commission.
 - 7) Bibliographies - work of Archives and the Venice Biennale.
 - 8) Library accession lists. *(see under programme over accession lists of bibliographies)*
 - 9) Machinery for exchange of information. *(material available in Brussels)*
 - 10) F.I.A.F. Directory. *(circulation of a documentation newsletter)*
 - 11) *Cataloguing of related material*
 - 12) *Credits list*
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