

FIAF DOCUMENTATION COMMISSION

To the President of FIAF, Mr Vladimir Pogacic

From the Vice-President of the FIAF Documentation Commission, Mrs Karen Jones who presided in the absence of the President, Mrs Eileen Bowser

Short report of the meeting in London
October 22 - 24th, 1973

The Commission discussed the "FIAF Directory of Film and Television Resources". Nineteen replies have now been received to the questionnaire sent out to FIAF Archives by the Commission. These have been organised into a standard format. It was agreed that a proof copy of its own entry should be sent to each Archive for approval or amendment before publication. The Directory is to be sent free to all FIAF Archives but the guidance of the Executive is sought on the question of selling copies to organisations outside FIAF.

The sub-committee on classification submitted its report and the Commission now has to study the two schemes which have been evolved as a result of its work.

The draft of the Documentation Chapter for the FIAF Basic Manual was discussed in detail and a number of amendments were suggested which the Commission hopes will be included in the final document.

The "International Index to Film Periodicals" has now produced its first annual volume. This is for the year 1972 and was published in September. The Editor reported on the difficulties of working with the editorial office in London and the secretarial assistance in Brussels. The Commission agreed on a recommendation that the whole of the work should in future be located in London. (Please see separate memorandum which is attached).

The 1974 budget for the Index was presented and the Commission agreed to pass it to the Executive for approval. The Commission also discussed the inclusion of more periodicals and other matters relating to the content and usage of the Index.

Discussion on an International filmography was postponed until the next meeting when it is hoped that Mr Spiess will be present.

After some discussion it was decided to postpone the more detailed work on the Guidelines for describing unpublished script materials until members were able to produce examples of how the guidelines might apply to scripts in their own collections.

A new project for the publication of an International Directory of Set Designers was put forward by Dr. Krautz and approved by the Commission. A sub-committee consisting of Messrs Krautz, Vimr, Ripeanu and Luyckx was appointed to study the matter.

26 Oct. 1973

MEMO RE FIAF INDEXING PROJECT

The present situation with the editor working in London and the secretarial office in Brussels is a grave drawback to the efficient operation of the project.

The reasons for this are as follows:

1. The masters have to be returned to the editor for proof-reading. This results in a delay of at least ten days, often longer.
2. When mistakes are found the master has to be retyped. This retyped master is then not proof-read and any mistakes on them are reproduced on the cards. This results in more work and expense since replacement cards have to be made and sent out to subscribers.
3. The indexing forms are out of the editor's hands for a long period during which time they are not available for reference. Since periodicals frequently deal with the same subjects, films and events at about the same time this means that information has to be checked over and over again. In addition, due to conflicting sources, there is a risk of inconsistent interpretation of information resulting in errors in the entries. This is particularly the case with co-productions and dates of release.
4. Risk of the loss of masters or indexing forms in the post.
5. Additional expense on postage.
6. The editor is not present to check the cards before they are dispatched, consequently cards which are unsatisfactory from the point of view of print quality or bad erasures are nevertheless sent out. Frequent mistakes in the order of the cards in dispatches are made.
7. The editor is unable to supervise the work of the typist and to ensure that the best methods are used. She is not able to refer to him for guidance or advice when she has problems with, for instance, the information on the indexing forms.
8. The editor is not involved in the purchase of supplies and equipment. Experience in library matters is necessary to obtain the best value in terms of function and economy.
9. When the time comes to prepare headings and replacement cards for the annual volume it will be an enormous disadvantage not to have editor and typist together. Close and quick cooperation is vital at this point.

To sum up, the main disadvantages are in lack of control and supervision; as a result the project is now badly behind schedule. Although since mid-August the masters have been typed at the Danish Filmmuseum and this has greatly assisted the project, this arrangement cannot, for personnel reasons, continue after January 1st 1974.

To remedy these drawbacks the Documentary Commission recommend that the project be moved to London. In order to make such a move possible the editor has offered to house the project in two rooms of his house until more permanent quarters can be arranged, possibly at the National Film Archive.

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