

3rd FIAF SUMMER SCHOOL

COPENHAGEN

As previously announced by the circular letter which was sent to all FIAF member archives on September 9, the 3rd FIAF Summer School will be organized by Det Danske Filmmuseum and will take place in Copenhagen from August 14 to 28, 1977. The aim is to mediate basic knowledge on the activities of the documentation departments/collections in film archives and will deal with the following subjects:

1. The documentation collections
 - 1.1 The selection, acquisition, classification, cataloguing, arrangement, storage & preservation of the following collections: books, periodicals, scripts, press cuttings, stills, posters & special collections (such as personal papers, company records, costume and set designs, musical scores, slides, press books, pamphlets, souvenir programmes, censorship cards, etc.)
 - 1.2 A discussion of basic films books on various subjects
 - 1.3 A discussion on basic reference works (encyclopedias, yearbooks & directories, dictionaries, bibliographies, accession lists, etc.)
 - 1.4 A discussion of filmographies (printed filmographies & film catalogues, as well as guidelines for establishing national filmographies)
 - 1.5 A discussion of basic film periodicals
 - 1.6 Organizational problems (organizing & staffing, physical requirements, budgets, reports & statistics, access to collections, security measures, inquiries, use by public, catalogues of holdings, catalogues of film credits, publications, display, research etc.)
 - 1.7 Special problems of handling small collections and of starting new collections
 - 1.8 Classification in general (a discussion of general problems & of existing classifications schemes)
 - 1.9 Television documentation
- 2 National & international cooperation
 - 2.1 Cooperation & exchange of material with other archives and institutions
 - 2.2 FIAF
 - 2.3 International Index to Film Periodicals
 - 2.4 International standards & recommendations

3. Special problems of handling Slavonic languages
4. Microfilming
5. Computerization
6. Mechanical aids in documentation departments
7. Reports by participants & exchange of experiences

Additional information on the 3rd FIAF Summer School:

Official language : English

Number of participants : 25 - 30

Accommodation & meals: participants will be accommodated at a seminar college in the outskirts of Copenhagen, where most sessions and all meals will take place.

Teachers: members of the staff of Det Danske Filmmuseum, as well as members of the Documentation Commission and a limited number of guest teachers.

Character of the Summer School: main emphasis on discussions, practical demonstrations and exercises. No strictly academic lecturing, but introductions by teachers.

Written material will be sent to the participants well in advance of the school to enable them to prepare for the course.

Excursions & viewings: some excursions & several film viewings will be arranged.

Charges for each participant: appr. \$500,- covering accommodation and all meals.

Det Danske Filmmuseum requests all member archives which have not already replied to the circular letter of September 9 to do so as soon as possible and state whether or not they intend to send participants to the Summer School. In case the foreseen number of participants have not been reached by January 1, 1977, remaining places will be offered to interested non - FIAF institutions.

The final deadline for a binding nomination of participants will be March 31, 1977.