

MINUTES OF THE PIP WORKING GROUP

Wiesbaden, 10-11 November 1985

Present: Milka Staykova, Michael Moulds, Karen Jones,
Jana Vosikovska, Frances Thorpe

1. Approval of the minutes of the PIP Working Group,
Lisbon 29-31 October 1984

Corrections were agreed to item 3(a) on the second page:

"... but as postage is now being charged separately on the invoice there will be..."

to item 3(f) on the fourth page:

1983 Film volume "Country x-references were included in the 1983 volume together with the other x-references"

Backlog Margaret Tarratt

to item 5, page 7, last line "Jan 31, 1985"

2. Documents tabled

2.1 Editor's report

- Interim Accounts & budget comparison per September 9 1985
- Draft Budget 1986 (March 1985)
- Revised 1986 budget (Nov 1985)
- Draft 1987 budget (Nov 1985)
- Proposals to change the format of the TV service with example pages (Nov 1985)
- Proposal to include all 'Variety' obituaries
- Proposals to include book reviews
- Questionnaire to subscribers and non-FIAF subscribers
- PIP report to Documentation Commission

2.2 Infodoc paper of the technical production of FIAF Indexes

3 Current situation of the Index

Michael updated the 1985 budget interim account and projected expenditure and income as follows:

Expenditures:	Staff wages & taxes	£23,000	
	Office costs	6,600	
	Supplies	8,000	
	Postage	1,100	
	Ann.vol. Film '84	4,800	
	Travel & sundries	650	
	Publicity	750	
		<u>£44,900</u>	
Income:	Subscriptions	£18,000	
	Additional support	7,160	
	Annual vol. sales	22,146	(1)
	10-yr micro edition	1,180	
	Bank interest	150	
	VAT reimbursement	1,200	
	FIAF publicity grant	750	
		<u>£50,586</u>	

3.1 1985 budget (cont.)

(1) This total represents the following sales:

£7,208 received from AFI for back sales
£2,138 received since September 1985
£2,800 estimated income from St. James for the
1983 Film volume
£14,750 sales of 1984 Film volume - 250 UK & 300 US
£26,896
- 4,750 income not received until 1986
£22,146

In connection with additional support Jana volunteered to discuss this with Rochester and John Kuiper.

3.2 Cash flow

Due to the late publication of the 1984 Film volume and other factors there was a cash flow problem as follows:

£2,750 borrowed from FIAF as at November 1985
730 received for the publication of the booklet to
accompany the 10-year cumulation
850 received for the new edition of the Directory
£4,330 owed

This might be reduced to £2760 if FIAF paid the Index £700 for publicity and £870 for the new edition of the Classification Scheme.

Michael outlined the bills which would fall due before December 1985:

Salaries Nov + Dec)	£4206
Tax & National Insurance Oct + Nov)		
Printing the Film '84 volume		3000
Phone		60
1979-1984 TV fiche cumulation		400
Aslib consultancy		60
Cleaning		80
Travel/Wiesbaden		100
Graphic Data no.8 (Nov) fiche		300
Postage		100
Infodoc work on Directory		650
		<u>£8956</u>

Thus the worst position would be a debt of £8956 plus the £2760 totalling £11,716

Possible sources of income up til December were discussed as follows:

Grant from ITCA for the 1983-1984 TV vol.	£3500
Sale of 30 copies of the '84 Film vol to FIAF members	£1005
Sale of 15 TV vols 1981-1982	375
Sale of 10 copies fo 1979-1984 TV fiche	300
AFI Film subscription 1985	385
UCLA Film subscription 1985	385
Toulouse Film sub 1985	385
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	£5335

NB ITCA subsequently decided it could not make the grant this year

Michael also expected further money from St James for sales in US of 1983 Film volume of about £2000.

It was agreed that if the ITCA grant did not come through Michael should ask Brigitte for a loan of a further £5000 to cover the shortfall. Invoices for sales from the Index office would be sent as soon as possible for the above items, and 1986 invoices would be sent.

The situation with St James was not satisfactory as no records were being provided concerning sales figures. Michael was asked to draft a contract outlining conditions to cover this and the regular payment to FIAF for UK and US sales.

As a meeting of some of the EC was to be held in December in Brussels it was agreed that Michael should attend if necessary to present the financial situation, ask for the loan, discuss the St James contract and the computer proposal (see item 6)

3.3 Editorial

3.3.1 Questionnaire

Some additions and changes were agreed to both parts of the questionnaire eg defining clearly where the fiche service was referred to.

First part to go to all subscribers to fiche service, second part to FIAF non-subscribers.

In part A it was decided to omit Qu. 6 and 8; in Qn 11 it was decided to omit "and comprehensive"; Qu.12 to read "Do you find the description of content adequate? Please comment"; Qu. 13 "Do you find the subject headings easy to work with? If not, please outline how they could be improved".

It was also decided to link Qu. 9 & 14

3.3.1. Questionnaire (cont.)

In section B add to Qu. 1 between (c) and (d) "for language reasons", also expand 1(b) "which journals in particular".

Omit Qu.3

It was suggested a sample fiche could be sent with the non-subscribing FIAF questionnaire, and perhaps details of microfiche reader offer

3.3.2. Variety obits

It was agreed to add 'Variety' small obituaries from 1986 and make a special announcement

3.3.3. Book reviews

Michael suggested adding these to the volumes only and possibly adding subject x-references. It was decided to postpone such a decision but to ask the indexers to continue sending indexing for book reviews.

3.3.4. TV service

After discussion it was decided that existing users' views should be sought and Michael was asked to prepare a questionnaire which could be sent during 1986 regarding changes in format etc.

3.3.5. Foreign accents/diacriticals

Due to the time involved in adding these and the fact that a number of magazines omit them anyway it was agreed to only include accents in the heading of the entry for people and titles. The change should be mentioned in the Introduction to the next volumes and with first 1986 fiche dispatches on separate slip.

4. Matters arising from past minutes

Lisbon Oct 1984

- 3(a) Michael is now paying tax when there is any money in the deposit account
TV volume 1981-1982 - loan has been repaid to FIAF
- 3(b) The letter offering the 10-year fiche cumulation has not yet been sent. Will be done in 1986 together with publicity on 1979-1984 TV cumulation and 1981-1982 TV volume
- 3(e) Michael to send Paul Spehr a paragraph on each service for the 'LC Information Bulletin'
- 3(f) Margaret Tarratt doing some indexing and received £392 in 1985

5. Supporters

Milka reported that she had asked at the New York Congress if supporters would continue after 1986 and subsequently wrote to them. Out of 15 supporters 7 had said "yes".

Possible additional supporters were discussed
Lausanne and Montreal - Milka to follow up, Lisbon - Rui Brito to be asked.

5. Supporters (cont.)

Milka needed following information from Michael by the beginning of February 1986 to prepare report for the EC (meeting 11 April):

- number of Standing Orders for Film and TV, US and UK
- number of supporters based on 1985 figures with update
- report on the AFI/UCLA situation
- current fiche subscriptions
- sales of volumes etc from FIAF office to members
- Editor's report, one for the Congress and one for supporters
- any supporting information necessary for EC

If Milka was unable to go to the 1986 Canberra Congress it was decided that Michael should go, and if that was not possible Sam Kula should be asked to present the Index report.

6. Further computerization of PIP

In view of the expiry of the lease on Shaftesbury Avenue in 1986 (September) and Infodoc's move to Islington several options were examined to continue the production of the Indexes in 1986 and after.

Michael had considered three options

- buying an electronic typewriter and renewing the lease on one of the offices if the landlord agrees
- obtaining a loan from FIAF to purchase a micro-computer and renewing a lease on one office
- continued use of the Infodoc computer

The Infodoc paper outlined four options which would give FIAF use of the computer, one of which included the possibility for FIAF to share the new Islington office by renting 300 sq ft from Infodoc.

After discussion and comparison of the revised 1986 and draft 1987 budgets it was agreed that it would not be worth while to purchase an electronic typewriter and that one of the other two options would have to be chosen.

Michael reported on his meeting with the EC in London in October when he had outlined these problems. The EC had suggested purchasing a computer for the London office and had asked the Working Group to make proposals for them to consider.

A general proposal was then drafted on behalf of the Working Group by Frances and accepted (copy attached). Michael prepared his recommendation to go with the WG proposal and this was accepted as the Editor's report. As the Editor's report was still in draft form the final version needed to be circulated to members of the WG before being presented to the EC meeting in December.

6. Further computerization (cont.)

Jana suggested that a feasibility study should be carried out before a microcomputer system was chosen and terms of reference should be drafted for the system requirements based on experience with the Infodoc system. This proposal was agreed and it was decided to ask the EC for a grant to cover the costs.

The choice of a consultant was discussed with Aslib and a librarian working for the British Library Centre for Catalogue Research being suggested. Frances said the librarian, Juliet Leeves had been very helpful in connection with the BFI Library Services study and offered to find her rates. (NB £120 per day + travel).

Michael described the ^{additional} requirements as follows:

- ability to make multiple entries from one input
- ability to search by name of periodical
- ability to transfer easily between word processing and data processing to produce mailing lists etc
- automatic production of author index with page numbers for annual volume

Jana suggested that the possibility of producing the microfiche directly from computer output should be investigated also to save time and costs.

Frances suggested that annual maintenance prices should be specified for several years as it seemed unlikely that they would remain fixed. She also thought that supplies and maintenance and training would be higher than figures quoted in budgets for 1986 and 1987.

If the EC did not accept the proposal of a feasibility study it was agreed that Michael should investigate maintenance prices and microfilm output before choosing a system.

If the EC had not agreed to the computer loan by early 1986 it would be necessary to continue with Infodoc on the basis of their option 3(a) costing £3240 pa.

7. Draft 1987 budget

The new revision is attached

7. Draft 1987 budget

Expenditure:

Office (West side only)	
Rent	£3690
Rates (1986 +7%)	925
Telephone (")	496
Electricity (")	535
Cleaning	250
Insurance	60
Water (")	54
Supplies	
Graphic Data	3745
Photocopier	890
Stationery etc	535
Card	320
Computer materials	150
Repayment to FIAF	1000
Equipment maintenance	550
Staff	26215
Postage (includes £200 publicity)	£605
Annual volume (Film 1986)	4280
Travel & sundries	1010
Publicity	500
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	£46810

Income:

Subscriptions	£18400
Support	7160
Annual volume sales	18000
Other sales	1050
Bank interest	200
VAT*	1300
Publicity	700
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	£46810

* less than 1986 after reimbursement of VAT on purchase of microcomputer

Nov 85

PROPOSALS TO THE EXECUTIVE COMMITTEE FROM THE PIP WORKING GROUP
CONCERNING THE COMPUTERIZATION OF THE INTERNATIONAL INDEX TO
FILM AND TELEVISION PERIODICALS

Due to the expiry of the lease on the Shaftesbury Avenue office in September 1986, Infodoc will be giving up their sub-lease and moving to their own premises in Islington. They will give 3 months' notice and will probably leave in March/April 1986.

After considering four options presented by Infodoc for continuing some form of working relationship, the Editor has considered one as being workable and this is expressed as Option IIIa in the Editor's report.

The option preferred by the Editor, however, is to put the Index on an independent basis by obtaining its own computer in order to produce the services from January/February 1986. Preliminary investigations of several systems have been undertaken and advice sought from three sources by the Editor.

If this option is agreed to the Working group felt that it would be very valuable if a feasibility study could be carried out by an independent expert in order to extend the investigations and make sure that the best system is chosen. We hope that the Executive Committee would agree to support this in the form of a grant .

Please find attached the following documents:

Editor's report

Budgets for the two options

A copy of the estimate for the preferred system

November 1985