

INTERNATIONAL INDEX TO FILM PERIODICALS
INTERNATIONAL INDEX TO TELEVISION PERIODICALS

Points for the FIAF Executive, New York, Apr 1980

1. STAFF

We are now employing the following staff:

Secretary 20 hours per week	Mrs. B Horton	[BFI Grade 4]
Cutting & collation 17½ hrs	Mr. A Lowe	[BFI Grade 4]
Printing c. 10 hrs p.w.	Mr S Dissanayake	[£2 per hour]
Information assistant	Mrs L Fernandes	[BFI Grade 6]
c. 10 hrs p.w.		
Editor full-time	Ms F Thorpe	[BFI Grade 8]

All staff except the editor are on the middle points of their pay scales with two or three steps to progress.

When the 1978 & 1979 volume profits are starting to flow in (ie. after we have paid the printing & publishing costs, and the deficit envisaged in the 1980 & 1981 Accounts), the following priorities need to be met:

- a) the Information Assistant's time needs to be expanded if we are to keep up-to-date at all with both Indexes in 1980 & 1981. I envisage to about 20-24 hrs per week (ie needing a further £1500 pa)
- b) the Printer should also be paid at a rate more comensurate with his specialist abilities and his importance to the Indexes
- c) the Editor's work has expanded very considerably from the days when it was based on Grade 8 of the BFI's scale. Another 20 or so periodical titles have been added to the Film Index, the TV Index has been launched, and the production and sales of the annual volumes are now added to the Editor's work. I would like the Executive to consider how a new pay scale may be worked out, either by regrading the post or by increasing the existing scale.

2. ACCOMODATION

The new offices are working out very well and I don't know what we would have done without them for storage of the card sets, annual volumes and packing envelopes.

Even so, I wish to dispose of the old card sets (1973-1977) and keep, as a matter of policy, the past two years only. These back sets have been offered to FIAF members through the Bulletin and I think have no further chance of exploitation.

The arrangements with Infodoc Services are also working well.

Points for the FIAF Executive, New York, Apr 1980 (cont.)

3. INFODOC SERVICES LTD

The Agreement has been sent to several members for approval. It is working well. Infodoc is reimbursing FIAF for 30% of the expenses involved with the East suite of offices. The assignment of the Lease is finally completed.

4. INDEX ANNUAL VOLUMES

There has been a delay with the printing of the 1978 volume in New York. Our printing 'broker' who was recommended by St James has had delays in getting the printing done and estimates that it will now be completed by April 20. We decided to print in the States because the prices were very competitive (nearly £2000 + cheaper than UK estimates) and normally a few weeks delay would not be so bad. At the moment a delay in the 1978 volume is terrible.

Publicity brochures have been sent to major film and arts organizations, universities, film schools, book shops and contacts in Europe, Latin America, North America, Australia, New Zealand etc. Supplies of brochures are also being distributed by some FIAF archives. All previous customers of Macmillan and St Martin's have also been circulated.

The Australian Film Institute has offered to handle 200 copies for us charging a handling fee of about £3.30. A copy of their letter is enclosed, I have agreed this for 1978.

St Martin's are taking 300 copies of 1978 at £10.50. The arrangements for 1979 will be that the American Film Institute takes some volumes, I hope 300 but have had no reply on the details of the arrangement yet to my letter of last December.

The Australian Film Institute will take 200 if the arrangement with 1978 is satisfactory, leaving 500 copies to be sold from London. I would like to print again in the States, the paste-up is starting here already and this time we will have the volume ready by August/September 1980. I am confident that the paste-up, which delayed the 1978 volume from March - November, will be completed by May as it is being done in the office by my husband!

Points for the FIAF Executive, NY, April 1980 (cont.)

In addition to the mailing of brochures we have placed ads in the following periodicals:

Film Comment (US)

Library Journal (US)

American Film (US)

Library Film Quarterly (US)

Literature Film Quarterly (US)

Sight & Sound (UK)

Screen (UK)

Audiovisual Librarian (UK)

Cinema Papers (AT)

Journal of Popular Film and TV (US)

In addition we hope that the following FIAF contacts will arrange publicity

Svenska Filminstitut - an announcement in "Chaplin"

Danske Filmmuseum - advert in "Kosmorama"

Eileen - mention in the "Journal of the University Film Assoc"

Raymond Borde - mention in "Cahiers de la C" - no reply yet

A special note has been sent to all the film periodicals which we index about the change of publisher.

I have also invoiced all FIAF members for 1 copy at the cost price of £10. Additional copies will need to be paid for at the full rate of £30, or £25 if a Standing Order is made.

I have not invoiced Observers as I did not know what was decided as a rate for them. I was very against giving away free copies which would cost us the £460 which we will receive from members at cost price. Our financial situation does not make this possible yet.

A budget for the 1978 volume is enclosed, I do not foresee much difference for the 1979 volume if it can be printed during the summer.

FIAF EXECUTIVE April 1980

5. TV INDEX

We have at present 26 subscribers to this service. We need to have a campaign to get more TV companies to subscribe but I have had no time to devote to this. I had hoped that our link with FIAT would help but nothing has come of it, even the members of their Executive do not subscribe.

I hope that the Documentation Commission can invite M. Castellani to its next meeting so that the problem can be discussed. I have already written to him concerning the lack of representation of documentation specialists in FIAT, most of the representatives come from the film & video libraries, not the documentation collections: he agrees that FIAT should involve itself in this subject. Suggestions for new TV periodicals would be welcomed. I think that an annual volume would sell well and would like to produce one. However, I think it is not possible to find time to do it this year. What I would like to do is to consider a combined volume of the 1979 & 1980 cards to appear in 1981 when we can, hopefully, give more time to it.

Our original estimate of about 2,000 entries pa seems to be correct, so that if we did produce a combined volume for two years it would be about half the size of the Film volume ie about 340 pages in A4. This would mean a production cost of about £3,000 if we printed 1,000 copies. We could then sell at about £10 - £12 and recover our costs after selling 300 copies. In view of the small size of the TV Index this pattern of publishing every 2 years be a better format than an annual volume.

6. UNEXCO CONTRACT

Now that Unesco has had some 5 months to consider the FIAF Feasibility study on the establishment of an international centre for the moving image could FIAF raise the study with an appropriate person, perhaps Percy Stulz? It would be a great pity if the Study was allowed to drop out of sight which I am sure is very easy in Unesco.

1981 OUTLINE BUDGET

Expenditure:

Wages & taxes (+12%)	£16,800
Office rent & costs (+10%)	6,000
Supplies (+10%)	2,200
Postage (+ 8%)	1,250
Travel & sundries	800
Publication 1980 volume	7,000
	<u>£34,050</u>

Income:

Subscriptions

Film 31 x £295	9,145
5 x £150	750
TV 30 x £140	4,200
Infodoc	690
QINDEX facility fee	600

Book sales

1978	Australia 30x£22	660
	UK 100 x £25	2,500
1979	USA 30 x £22	660
	Aust 75 x £22	1,650
	UK 150 x £25	3,750
1980	USA 150 x £22	3,300
	Aust 150 x £22	3,300
	UK 200 x £25	5,000

£36,205

£36,205

34,050

2,155

Profit carried forward £3,371

3,371

£6,526

NB No TV volume sales included or publishing costs
No sales of back volumes of the Film Index for
1974 & 1975 included
Price of 1980 volume may have to be increased

REVISED 1980 BUDGET

Wages & taxes	£15,000	
Office rent & costs		
Rent (West)	£1000	
* Rent (East)	1250	
Rates (West)	460	
* Rates (East)	528	
Cleaning	300	
Electricity	250	
Water	100	
Services (West)	300	
* Services (East)	300	
Phone	270	
Roto maintenance	200	
Typewriter service	65	
Insurance	65	
Misc.	312	
		5,400
Supplies		2,000
Postage		1,150
Travel & sundries		600
Publication annual volumes (1978. & 9)		13,500
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	EXPENDITURE	<u>£37,650</u>

Income

Subscriptions:		
Film A 31 x 1000 SF	£8,600	
B 5 x 510 SF	708	
TV 26 x £140	3,640	
Air-mail postage extra		
Film	200	
TV	100	
Infodoc one-third items marked *	623	
Bulgarian grant 4,000\$	2,000	
Books		
1978 sales		
US 300 x £10.50	3,150	
Australia 150 x £22.00	3,300	
Rest of world 350 x £25	8,750	
1979 sales		
US 150 x £22.00	3,300	
Australia 75 x £22.00	1,650	
Rest of world 200 x £25	5,000	
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	INCOME	<u>£41,021</u>
	Expenditure	<u>37,650</u>
	PROFIT	<u>3,371</u>

NB QINDEX facility fee not included (£600)
 Legal fees connected with lease not included (£540 +)
 Sales of 1974 & 1975 Film Index volumes not included