

F.I.A.F. DOCUMENTATION COMMISSION

P.I.P. Sub-commission

Minutes of the meeting held May 8-9, 1980, Bruges.

Participants:

Members: Karen Jones  
John Luijckx  
Milka Staykova  
Frances Thorpe

Observers: Michael Moulds  
Brigitte van der Elst

Eileen Bowser had been unable to attend the meeting and in the absence of the chairman, Karen Jones acted as such. Brigitte van der Elst attended the first session of the meeting.

Agenda:

The agenda was reorganized in order that Brigitte could be consulted on the various subjects. Thus the discussions on the various items on the agenda were continued after Brigitte had left the meeting.

1. International index to film and television periodicals (P.I.P.)

Brigitte reported from the Executive Committee meeting in New York that the first television volume will have to be postponed until the income of the 1978 & 1979 film volumes have started to flow. Frances informed that she had no time for preparing a television volume this year anyway, and it was agreed that since the number of television entries was relatively small compared to the film entries, it would be better to try to publish a combined 1979 & 1980 television volume.

Frances also informed that Bowker is going to dispose of the remaining stock of the 1972 volume and that Eileen is to investigate whether FIAF can get 200 copies.

Frances had still not received any reply from the AFI concerning the distribution of the 1979 volume. Eileen should contact AFI for a reply to her letter to Larry Karr dated 19.11.1979, concerning distribution and publicity of the 1979 volume.

2. FIAF Directory of film & tv documentation sources

Frances had brought material for the revised edition of the directory from Brenda who had collected information from a much larger range of institutions than the first edition comprised. Altogether 75 entries had been compiled for the new edition.

Brigitte made a rough estimate that the directory would cost appr. B.F.20,000 if it was typed and produced cheaply in Brussels.

The possibility of having the directory published by a commercial publisher like Aslib or Peter Cowie was discussed but rejected as it was felt that some of the information was already dated as it has been compiled within a period of more than two years. However, the possibility should be reconsidered for a future revision.

The lay-out was briefly discussed. It was decided to omit the list of alternative names of countries and instead list the countries in the table of contents. It was also decided to start each new country on a separate page.

It was agreed that some of the members should go to Brussels after the meeting and make further arrangements with Brigitte.

[In the end only Milka and Karen came to Brussels. Here they discussed further details with Brigitte. Some sample pages were typed. A rather stiff orange cover was chosen.

Since the entries needed further attention before they could be handed over to a professional typist, Karen agreed to take the entries with her to correct them for typing errors and inconsistencies.

The directory will be typed in June and printed shortly afterwards].

### 3. FIAT

Brigitte reported that M.Dumont will attend the Karlovy Vary Congress and it was suggested that M.Dumont should be asked to appoint a documentation specialist from one of the FIAT member archives to attend the next full meeting of the Documentation Commission.

### 4. Unesco

As there had been no reactions (except the payment) from Unesco to the study prepared by Frances and Karen, it was suggested that Brigitte should ask the President of FIAF to write to Unesco formally to investigate what has happened to the study.

Frances reported of David Francis' letter to Jean Meyriat concerning the possibilities of Unesco to pay subscriptions to the P.I.P for some developing countries.

Brigitte will ask Wolfgang Klaue or Sam Kula to chase up a reply from Unesco to David Francis' letter.

Brigitte reported that Unesco is going to establish a film archive in the Philippines for the whole of South East Asia.

### 5. Summer schools

Brigitte could report that there were no immediate plans for another summer school in Berlin.

Anne Schlosser is going ahead with plans for another documentation summer school to take place in Los Angeles. However, nobody knew exactly how far she had come or in which year it will take place.

Karen & Frances proposed that a classification workshop should be arranged by the Documentation Commission within the next year (if it did not coincide with a summer school in L.A.). The workshop should primarily be intended for archives already using or contemplating using Michael's scheme. Frances had already been in touch with Maria Dolores Devesa, the librarian of the Filmoteca Nacional de España. She has used Michael's scheme for the last couple of years, and has translated it into Spanish. The Spanish archive is interested in hosting such a workshop if it can be financially self-supporting. They suggest late May or June 1981.



Brigitte pointed out that there is B.F.50,000 in the FIAF budget for 1981 for summer schools. It was suggested that Eileen should ask the Executive Committee to allocate this money to the classification workshop, primarily to pay the participation costs for some participants from developing countries or others who would not otherwise be able to attend.

Brigitte informed that there would be about B.F.30,000 left of the money allocated to the Documentation Commission in this year's budget, after the costs of the Bruges meeting had been met. This money could be spent on another meeting of the P.I.P. Sub-commission in the autumn of 1980 to make further preparations for the classification workshop.

At this point the first session ended and Brigitte left the meeting.

In the next sessions some of the items on the agenda were further discussed.

#### 6. P.I.P. (cont'd)

Frances had sent written material (budgets, etc.) on the P.I.P. to the members in advance of the meeting.

She informed that the budget for 1981 had been slightly revised by the Executive Committee with regards to the wages. There had been some reluctance as to follow Frances' proposal of increasing some of the staff salaries before the income of the annual volumes had started to flow. However, the wage post on the 1980 budget had been raised from B.F.1.005.000 to B.F.1.125.000 to allow for increases due to inflation.

The P.I.P. has moved into the extra, next door premises rented by FIAF and an agreement has been prepared with the company Infodoc to share the new offices. This agreement still needs to be signed.

Milka will ask Todor Andreykov what has happened to the Bulgarian grant to the index for 1980. If there are no news, Milka will contact Brigitte who will ask Robert Daudelin to write formally to Madame Živkova.

The Executive Committee had decided that the price of the 1979 volume should be raised to £30 and the 1980 volume to £35, However, there was some confusion whether this price should be the cover price or the standing order price. As far as the sub-commission members could judge the cover price for the 1979 volume should be £30,- with a standing order price of £25,-. The cover price of the 1980 volume £35,-, with a standing order price of £30,-. These prices are to be confirmed by Eileen. Frances informed that the 1978 volume should be in the London office by mid-May and that the 1979 volume hopefully will be ready for distribution in September this year.

The 1978 volume will be sold to FIAF members at cost price (£10,-), and to others at £30,- (cover price) or £25,- (standing order price). The 1980 volume will be the first volume which can be sold to FIAF observers at cost price.

Advertisements for the 1978 volume have so far appeared in the following periodicals: "Film Comment", "Library Journal", "Screen", "Sight & Sound". The advertisements in periodicals for the 1978 volume will amount to appr.£300.

Eileen should be asked if she has contacted Raymond Borde about mentioning the Index in "Cahiers de la cinémathèque".

The National Film Archive is interested in sharing mailing costs for a send-out of brochures for the 1979 volume with a brochure for the NFA catalogue. The send-out will take place in Aug./Sept., using Frances' publicity list from the 1978 volume (appr.600-800).



Karen had brought copies of front pages of periodicals which might be included in the index. However, as the index staff is so overworked this year because of the inclusion of the television periodicals it was decided to postpone adding more titles. However Frances informed that "Emmy" will be included in the television index from its first issue in 1979. Another new periodical "Griffithiana" will be included. The German "F-Filmjournal" will be included if indexer is found. Frances will exclude the British TV-weekly.

Frances is preparing a new list of subject headings for the television index. As the revision will mainly consist of subdivisions into countries and adding TV to some of the headings it was decided that it was not necessary to go through the list at the meeting and that Frances instead should discuss details with Michael in London.

### 7. Classification

Michael's scheme was published by Aslib in April with the title "FIAF classification scheme for literature on film and television". Aslib had prepared a publicity brochure which was not satisfactory and Michael had drafted a new one, which was discussed. This brochure should be printed shortly and sent to FIAF members as soon as it is ready. FIAF members will be able to buy the publication at Aslib members price (UK:£7,-. Overseas:£8,75). Michael had prepared a publication announcement for the FIAF Bulletin. The text was slightly revised and amended with an announcement of the classification workshop. John promised to take the text to Amsterdam to have it included in the Bulletin. Michael informed that Aslib will keep a record of buyers of the scheme in order that they can be contacted for revised editions. Karen suggested some amendments for a future edition and brought up various problems she had encountered using the scheme.

### 8. The classification workshop (cont'd)

The arrangements concerning a classification workshop were discussed further.

Maria Dolores Devesa was contacted by phone and asked for an estimate of staying costs in Madrid. Her estimate was Pes.1.500 per day for a single room including breakfast, with Pes.500 to be added for lunch & dinner. A total of appr.£13,- per day (= £75,- for five days). Allowing for a raise in prices it was calculated that the 5-day staying costs would amount to appr. £90,-. A workshop fee of appr. £50,- per person was then calculated on the basis of the following costs which would have to be met (lecturers' costs, stationery, etc.):

Michael's fee	£150,-
Michael's travel costs	80,-
Michael's staying costs	90,-
Karen's staying costs	90,-
1/2 of Jan-Hein's travel & staying costs	85,-
Stationery & duplication	100,-
Total	£595,-
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The total costs per person would then be £140,- (= appr.\$300,-). If the B.F.50.000 for summer schools in the FIAF budget for 1981 was allocated to the classification workshop, FIAF would be able to pay the costs for appr.5 participants (B.F.50.000 = appr.\$1.600).



On the basis of a workshop fee of £50,- the workshop would break even when attended by 12 participants. If the number is less the participation fee will have to be raised.

Thus it was decided that the number of participants would have to be appr. 12-15, as 15 participants + lecturers would be the maximum one could handle if the workshop is to be a success. In order to investigate the interest in such a workshop, it was decided to send out a circular letter, asking prospective participants to return a reply form. The circular letter was drafted. The draft should be sent to Eileen for approval & corrections and the letter sent to FIAF members & observers shortly after the Congress. It was suggested that the letter should also be sent to a few non-FIAF institutions with a high interest in the scheme (e.g. The Australian Film Institute). It was stressed that the workshop is intended for librarians/ documentation workers seriously interested in the subject, and that the working language will be English (with facilities for translations into Spanish if the workshop is held in Madrid. Eileen should be asked to contact the Spanish archive with a formal request to hold the workshop in Madrid. If Madrid for some reason should not be possible, the staying costs in Copenhagen or Amsterdam will be investigated, since it is important that the host archive is already using Michael's scheme.

The syllabus should include: Introduction to the UDC; introduction to Michael's scheme; introduction to the Anglo-American cataloguing rules; the theoretical and practical application of the scheme; problems in national contexts; practical exercises in classification & cataloguing; analytical entries, etc.

Possible lecturers are: Michael, Frances, Karen, Jan-Hein, Maria Dolores Devesa.

It was suggested that the sub-commission should meet again in late October (after the EC meeting in Vienna) to make further arrangements on the classification workshop. In Madrid, if Karen can get her travel costs from DDF, otherwise in Copenhagen with Maria Dolores Dehesa invited as an observer.

It would also be practical if the next full meeting of the Documentation Commission could take place in Madrid preceding the classification workshop, in order to save extra travel costs.

## 9. Other business

There was a general feeling among the members of the sub-commission that it would be useful if some guidelines for the work of the sub-commissions could be established. It was also felt that the chairman of the Commission was burdened with too many practical details, such as minutes, etc. In order to improve on this the sub-commission would like to have the following suggestions discussed at the next full Commission meeting:

### Concerning sub-commissions:

- 1) Sub-commissions to be renamed working groups, created to perform specific tasks.
- 2) The working groups are established by the Documentation Commission.
- 3) The working groups are responsible to the chairman of the Documentation Commission.
- 4) Each working group chooses a secretary from its members. The secretary must be a member of the Documentation Commission. The duties of the secretary will be to propose meetings of the working group to the chairman, to prepare the meetings, to take minutes and circulate them to the members of the working group and to the members of the Documentation Commission.

Concerning the Documentation Commission:

At each meeting of the Documentation Commission a secretary is appointed to take minutes. The secretary will circulate the minutes to the members of the Documentation Commission. The minutes should be approved by the members at the next meeting of the Documentation Commission.

Karen Jones,  
June, 1980