

To: David Francis
cc: Gerry Rawlinson
Anthony Smith

From: Gillian Hartnoll
Date: 16th March 1981

INTERNATIONAL INDEXES TO FILM & TV PERIODICALS

At your request, I have been investigating the practicality of BFI Library Services taking over responsibility from FIAF for these two services. We are very sympathetic to this. Various of our staff have been closely involved with the project from the outset and we believe that it is an important and valuable service which should be supported and that view is shared by the BFI's Director and Deputy Director. Frances Thorpe's recent arrival as Deputy Head has obviously strengthened that enthusiasm.

For a variety of reasons we are beginning to plan some changes in the Department's working arrangements. Consequently we are better placed than would normally be the case to consider any additional adjustments which might be necessary if the Indexes do require our help. By the same token, it might be more difficult at some later date when we have made our changes. In other words this is a very good time from our point of view.

I have spoken to the relevant BFI staff about the other aspects of this, and I hope the following covers any questions which the FIAF Executive may have. I am assuming that if the Executive does decide to recommend the transfer of the Indexes there will need to be some detailed discussions before the FIAF Congress meets. We are also assuming that the transfer would take place in March/April next year.

I am attaching a memo from the BFI's Management Accountant, with a costing, based on information supplied by Frances and myself, and his recommendations which I think make the BFI's position clear.

With regard to staffing, the intention would be to add the post of Editor to the BFI's establishment. Consequently the post would be advertised in the usual way. We are not sure whether Michael Moulds would wish to continue in the rather different circumstances. If he did he would obviously be a good candidate. The other staff would be on a contractual basis and the existing staff would continue with improved pay to bring them into line with BFI levels of pay.

We understand that one of the leases is due for immediate renewal and the BFI is willing to honour that renewal if it takes over the Indexes.

We presume that the existing indexing co-operation would continue and feel it would be useful to consult regularly with a Steering Committee representing these organisations, in a similar way to the present relationship with the FIAF Documentation Commission.

I hope the meeting goes well.

MEMORANDUM

To: Gillian Hartnoll

From: Chet Shukri

cc: Gerry Rawlinson

Date: 14th March 1981.

INTERNATIONAL INDEX TO FILM AND TV PERIODICALS

The costing for the Institute to take over this project is attached. The costing is prepared in 1981/82 monetary values and as the proposal for the takeover is 1st April 1982 the costing will have to be updated to reflect 1982/83 values.

I think it is important to stress that before any final decision on the takeover of this project is taken I will have to report to the Deputy Director that I am satisfied that the figures in the costing (based on your and Frances Thorpe's assessment) can be related to books of accounts and other documentary evidence that exist for the project.

If you have any queries on the contents of this paper, perhaps, you will let me know.

Chet Shukri

INTERNATIONAL INDEX TO FILM AND TV PERIODICALS

A - Assumptions made in the attached costing:

- 1 - That the Institute takes over the project as it stands with existing premises and staff and on the understanding that the existing international network of co-operation indexing continues.
- 2 - That the Institute takes over the project "lock, stock and barrel" after an independent audit of their accounts for the year ending 31st March 1982 provided that:
 - (a) The auditors state that in their opinion there are no net liabilities to be borne by the Institute at the date of takeover.
 - (b) The net assets of the project (including any cash and bank balances, office furniture and equipment etc.) are transferred to the Institute for no consideration
- 3 - That the basis of figures in the attached costing (as assessed by Gillian Hartnoll and Frances Thorpe) can be related to the Project's books of accounts by me before any final decision is made.

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B - Notes on the attached costing

- 1 - The attached costing is based on 81/82 monetary values
- 2 - The estimated net cost to the Institute for running this project in 1981/82 would be in the region of £5,000. If it is decided to take the project over this net cost should be budgeted for in 1982/83 (in 1982/83 monetary values) and inflation proofed for future years.
- 3 - The business of publishing periodicals/books involve a high element of financial risk for the future. In deciding whether to take over this project or not the value of this project to the Institute should be measured against such future high element of financial risk.

BUDGET FOR INTERNATIONAL INDEX TO FILM AND TV PERIODICALS

In 1981/82 Monetary Values

<u>EXPENDITURE</u>	<u>£</u>	
<u>Staff costs:</u>		
Editor (Grade 8)	10,900	
Secretary (Grade 5; 20 hrs p.w.)	3,800	
Collator (Grade 5; 17½ hrs p.w.)	3,300	
Library Assistant (Grade 6; 8 hrs p.w.)	1,900	
Printer (Tech.A; 10 hrs p.w.)	<u>1,500</u>	£ 21,400
<u>Office costs</u> (rent, rates, light & heat etc.)		6,000
<u>Supplies</u> (cards etc.)		2,600
<u>Travel & sundries</u>		600
<u>Postage</u>		2,300
<u>Annual volume</u>		6,000
		<u>£ 38,900</u>

<u>INCOME</u>	<u>£</u>	
Subscriptions: Film	13,000	
TV	<u>4,500</u>	17,500
Book sales		16,000
Infodoc - rent		700
		<u>34,200</u>

SUBSIDY REQUIRED FOR 1981/82

£ 4,700

SAY £ 5,000