

MINUTES OF THE MEETING OF THE PIP WORKING GROUP OF THE  
DOCUMENTATION COMMISSION HELD IN STOCKHOLM May 26-28, 1983

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

1. Minutes of the meeting held in April 1982 in Brussels were read and agreed.

2. Report on the PIP

2.1 TV Volume 1979-80

Published in February 1983. 45 copies sold to date. Publicity sheet mailed to 500 to date, 300 more being sent. Originally 100 forms were returned from people who said they were interested but only 45 have actually purchased copies. Price was increased from £12 to £18.

AFI will promote in the US, 300 copies have been sent and sample publicity sheet. Dollar price to be decided.

Budget:	£4,200	Printing costs
	700	Infodoc computer preparation
	<u>£4,900</u>	Costs
	- £1,600	BFI Grant
	= £3,300	owed to FIAF

To break even it will be necessary to sell 181 copies.

2.2 TV Volume 1981-82

Michael reported this was ready for editing and he had written to the Independent TV Companies' Association for a grant. The BFI had offered a loan of £1,000 to be repaid out of profits. If production costs are about £5,000 sales of around 300 copies will be needed to break even.

(During the Executive Committee meeting Dr. Guido Cincotti, Cineteca Nazionale, stated he hoped to be able to offer the Documentation Commission a loan to cover the whole costs of printing. He expected to know by end July 83).

2.3 10-year microfiche cumulation

Michael circulated copy for comments. Cumulation is on 133 fiches. It was suggested that the plastic folder was offered at an extra cost of £14. Sales of 26 copies already certain therefore the project had covered costs and future sales would be producing revenue.

Milka to ask the EC if FIAF might subsidize purchases on behalf of non-convertible currency countries.

A booklet to accompany the fiches is being prepared so that an ISBN is given and the publication listed in national bibliographies. Outline of contents as follows: List of contents, History of PIP, List of Indexers, Abbreviations, Explanation of cross-references, List of FIAF publications, Transliteration of Cyrillic characters. Probable format A5.

2.4 Monthly microfiche service 1983-

Michael reported that these were being sent. The 3rd dispatch now ready for Film & TV services. The first Film dispatch held 648 entries on 1 fiche, the second had an additional 605 entries on 2 fiches, the third would add 750 more entries on 3 fiches.

The first TV dispatch held 301 entries, the second an additional 291 and the third would add 262 entries.

External production costs were about £18 for master regardless of number of frames.

Michael is querying the costs which have been based on silver halide fiches. The original estimate was based on diazo copies with the final cumulated set of fiches only being on silver halide. Oxford Microfilms had then supplied and charged for silver halide fiches. Batch 3 ordered as diazo and will be sent with a letter explaining change.

3. PIP Budget

1984 Budget circulated to Congress participants.

1983 update: expenditure from 1.1 - 6.5.83 prepared by Brigitte included ½ phone bill and ½ electricity. 10-year cumulation had cost £3,235 not £2,420. VAT income for PIP would be higher than estimate. Three subscribers had paid since 6.5.83 - INA £150, Ottawa £500 and Toulouse £350.

Only 2½ supporters were owing contribution.

4. Supporters

Documents were prepared for a meeting with supporters attending Congress on May 29th including budgets and report presented by Michael and Milka. It was agreed to ask supporters to help with finding other supporters during the Congress, as well as help with publicity and outside funding.

5. Current problems of the PIP

5.1 Microfiche services

Computer input carried out by Marie Nguyen. I, II and III type cards are input separately. Format had had to be changed, underlining not possible, no square brackets, limited accents available, 2 lines allowed for author and title, synopsis limited to 6 lines - more could be used if there was more money. Headings also limited to 2 lines.

Entries can be sorted by heading, periodical and code (eg F83/1).

First proof printed in order of periodical and checked against periodical index forms, second proof in order of I, II and III. Corrections from first proof are checked and accents added. Four xerox copies are made of corrected proof for fiche service, office and card subscription. Problems with cards curling on xerox and making problems with guillotine.

Oxford Microfilms often slow in collecting, processing and returning cards; fiche quality not very good. Frances to find out who does Polytechnic of Central London fiches.

5.2 Changes in periodicals indexed

After discussion it was re-affirmed that changes should be made by the Editor after consultation with the PIP working group. Suggestions for additional titles to be added and any no longer worth including could be made by anyone and then would be discussed at the next meeting.

New periodicals added:

Enclitic (US)	indexed by the Editor		
PostScript (US)	" " " "		
<del>                    </del> Film Dope (UK)	" " " "		1983-
Filmowy Serwis Prasowy (PL)	" " Warsaw		
24 Images (CN)	" " Montreal		
	from issue 16-		
Cinefex (US)	" " MOMA		
Soundtrack (US)	" " MOMA		
	from beginning 1982 vol.1.		

Periodical dropped: Film (UK) from 1983

Periodicals to be checked again at next meeting:

Finland/Filmland - Frances to check  
 Stills (UK) 6 pa  
 Studies in Visual Communication (US)  
 Critical Arts (SA)  
 Filmhaftet (SW) 12 pa

6. Preparation for FIAF Congress

Milka reported on her presentation of the report at the EC and some additional items were added for presentation to the Congress.

7. Publicity

Michael had produced and mailed 4 sheets (attached). A composite address of about 1,000 names is held on the Infodoc computer. The 4 sheets had been mailed to all except US which was being covered by AFI.

FIAF had set aside £300 for publicity in 1982 and £1,000 in 1983.

2,000 copies of leaflets cost £25 for art work  
   £130 for printing  
 Order form   £40  
 -----  
   £195

To this £195 needs to be added postage costs.

The leaflets were intended as an interim measure until proper brochures could be designed and printed. These would cost c. £200 each.

These brochures would be mailed to the 1,000 addresses together with brochures from Saur about the Set Designers volumes. These leaflets had already been mailed with the first sendout and Saur had promised £100 towards mailing costs - Frances to follow up.

There would be two brochures - one covering all the PIP services and one covering FIAF publications. Comments and alterations were made to the draft tabled by Michael. These would be costed and implemented and the brochures mailed as soon as possible.

TV volume review copies:

34 had already been sent mainly to periodicals indexed. Further copies should be sent to:

Library Journal - US

George Washington University for Communication Booknotes (with the Fiche information as well)

Library Association Record - UK

Australian Film Institute News

Peter Cowie for International Video & TV Guide

UFA Newsletter - US

Times Literary Supplement - UK

Variety - US

Audiovisual Librarian - UK. Frances to check

BFI News - UK. Frances to check.

An advert has been taken with Ebsco subscription agency (US) and with International Film Guide.

All Commission members are asked to scan journals for reviews etc. and to send copies to the Editor as well as bringing them to meetings of the Commission.

Possible FIAT support was discussed, individual FIAT members to approach their national companies.

Karen suggested taking an advert in Library Journal (US) if they didn't review the 10-year cumulation and 1979-80 TV volume.

#### FIAT Publications brochure

This could have a brief introduction about FIAT based on Eileen's introduction. Should have a section mentioning PIP publications briefly eg:

International Index to Film Periodicals 1972-

A guide to the contents of more than 100 film periodicals, available as:

- a) annual cumulative microfiche subscription 1983- £350/\$525
- b) 10-year microfiche edition 1972-81 £170/\$255
- c) annual volumes 1981: 451 p.; 1982: \_\_\_\_\_ p. £38.50/\$58.00  
or on standing order £33/\$50.00. Back volumes also available.
- d) List of Subject Headings (1982, 61p) £8.00/\$12.00

International Index to TV Periodicals 1979-

A guide to the television material included in some 150 media journals, available as:

- a) annual cumulative microfiche subscription 1983- £150/\$225
- b) two-year volume 1979-80 (1983, 163p) £18/\$
- c) List of Subject Headings (1982, 39p) £5.00/\$7.50

Draft of Brochure and Order form to go to Brigitte before printing.

8. (See 2.3)

9. Report of Ottawa workshop for PIP indexers

Document circulated (attached).

10. PIP Indexers Workshop, Berlin (GDR) October 1983

Staying costs would be met by the Staatliches Filmarchiv der DDR and an invitation list had been prepared by Michael for East European indexers and some others who had not been able to attend the London or Ottawa meetings.

A brief meeting was held with Wolfgang Klaue and the possibility of a PIP working group meeting with Karen and Frances being held in advance was discussed. No decision was taken. Frances and Karen needed to investigate their travel budgets after the Congress. Wolfgang would distribute the invitations during the Congress.

11. Directory of Film and TV Documentation Sources

113 copies of the current edition have been sold by MOMA. No further promotion planned except as part of the FIAF Publications brochure. Need to sell 300 to balance publication costs. Numbers sold from Brussels not known.

It was decided that the new edition would list all FIAT members even if they did not reply to the questionnaire.

The questionnaire should also ask for suggestions of other national sources of information so that they can be followed up and included.

Frances to circulate questionnaire spring 1984 with a reply date.

Michael to send xerox grid to Eileen for addresses of purchasers of previous edition and incorporate these with the PIP mailing list. Frances to have copy of purchasers for special mailing.

14. Joint projects with the Cataloguing Commission

Milka had received a letter from Harriet Harrison with list of possible cooperative projects for comment. A list was prepared in order of what the PIP working group considered possible as well as desirable (attached). It was agreed that the Documentation Commission needed to discuss possible projects before joint sessions with the Cataloguing Commission in order to speed up progress.

Karen was asked to send a copy of the Unesco article (publication delayed until 1984?) to Harriet for information, circulation and comment if desired.

NB It was not possible to cover Agenda items 12, 13, 15-17.

18. Future meetings

It was agreed to be desirable to have a subcommission meeting to discuss PIP budgets with Michael, Milka, Karen and Frances at the end of 1983. Berlin and London were discussed, a decision to be made later.

The next full Commission meeting is to be held in Sofia, Spring 1984.