

Untrial

FIAF DOCUMENTATION COMMISSION
PIP WORKING GROUP

Draft agenda for meeting in Copenhagen, November 3-6 & 12-14, 1983

1. Approval of the minutes of the Stockholm meeting in May 1983.
2. International Indexes to Film and TV Periodicals (PIP):
 - a. Report by the editor on accounts, sales, etc.
 - b. Budget for 1985
 - c. Microfiche services
 - d. Booklet for the 10-year microfiche edition
 - e. Annual volumes (Dr. Guido Cincotti's offer of loan to cover printing costs of TV-volume 1981-82, etc.) *1750?*
 - f. Publicity (follow-up on promotion at the Stockholm Congress; Frances' proposal of a round letter to developing countries; AFI problems; etc.)
 - g. Editorial matters (changes in periodicals indexed; Comments received during indexers' workshops; Problems in connection with computerization; etc.)
 - h. Supporters (accounts to be circulated, etc.)
 - i. Information about the Berlin meeting of PIP indexers
3. FIAF Publications Brochure
4. Directory of Film and TV Documentation Sources
5. Joint projects with the Cataloguing Commission
6. Revised edition of Handbook for Film Archives
7. Follow-up on other proposals from the Stockholm Congress
8. FIAF Classification Scheme (draft for revised edition; Workshop of users of the scheme in 1984; French translation of the scheme; etc.)
9. Proposals for Commission budget for 1984
10. Future meetings (Sofia in March 1984, etc.)
11. Any other business

FIAF DOCUMENTATION COMMISSION
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Minutes of the meeting in Copenhagen, November 3-6
and 12-14, 1983

Present: November 3-6 Karen Jones
 Michael Moulds
 Frances Thorpe
 12-14 Karen Jones
 Michael Moulds

1. Minutes of the meeting held in Stockholm in May 1983 were read
2. Matters arising
 - 2.3 10-year microfiche cumulation 3 plastic folders are needed per set at cost of £15
 - 5.2 Changes in periodicals indexed the periodical Films (UK) was also dropped
 - 7 Publicity 1979/80 TV volume price \$35 (\$30 on S.O.)
1982 Film volume 429p.
10-year microfiche £195 (\$300) from Sept 83
additional copies £60
3. a. Accounts

Details of PIP accounts for the period Jan-Oct 83 were tabled. Postage costs are higher because fiche are not considered printed matter and cannot go at reduced rates. Also included in postage figure are two publicity sendouts (4 sheets, 2 brochures)
Costs of the 10-year cumulation were higher as more cards were filmed than estimated.
Costs to come to end of year were calculated.
Date of publication of 1982 film volume 7th November 1983

Subscribers
New in 1983 Farnham (UK)(Film), Reykjavic (Film), Coleraine (UK)(TV). Cancellations Swets/Mexico and Santiago
Deduction of 3% per fiche not given to late subscribers
Agents price -10% on all services except current a.v.

 - b. Budget for 1985 - see attached
This budget should go to supporters for approval before the EC meeting in January 1984
 - c. Microfiche services
List of 1984 fiche services and subscribers attached
Sales of 10-year microfiche attached
After delays and problems the fiche were being supplied by Graphic Data from dispatch 7/83 and the contract with Oxford Microfilm ended. Due to delay to dispatches 7 & 8 they will be sent as a double dispatch in Nov. The final cumulation will be diazo and not silver halide.
The final dispatch of 1984 could save 12 fiche if it was agreed not to include the 1982-83 cumulation and so on.

3. d. Booklet to accompany 10-year microfiche edition
Contents already agreed in Stockholm minutes 2.3
List of periodicals indexed ready on cards.
Michael to give this priority when possible.
Frances' contact at 'British National Bibliography' (BNB)
John Byford would make sure it appeared in BNB.
- e. annual volumes
Film volume 1983 - decided to print from the computer
in 3 columns per page thus saving costs. Date of
publication July 84. Format A4
*TV volume 1981/82 - Dr Cincotti's loan to be checked.
**David Francis had supported the Independent TV
Companies' Association application made by Michael for funds.
TV volume 1979/80 - 56 sales to date
- f. Publicity
About 900 brochures (FIAF & PIP) had been mailed in
August 1983 worldwide except N. America. 600 to be
mailed to N. America before the end of 1983
1979/80 TV volume publicity:
-review in the 'Audiovisual Librarian' (UK) by
Barrie Macdonald -
listing in 'Rundfunk & Fernsehen'
-listing in 'Filmechange'
-offer of review in ASLIB Information (Jan 84) with
information on fiche services
-offer of article in British Universities Film &
Video Council Newsletter Jan 83 on all services
-Library Journal (US) Michael had writer
-British National Film Catalogue willing to include
brochure with Dec 83 mailing (600 subscribers)
-Jana will send out 200 brochures in Canada

As a result of the Stockholm promotion a new Film
subscription and order for 10-year edition received
from Arkivet L & B (SW), ditto for Reykjavic ,
and 3 copies of the 10-year edition were sold to
Toulouse, Sao Paulo and Rio.

AFI situation uncertain since Larry Karr left although
it is understood that they will continue to sell if
not publicize.

Michael had written to FIAF subscribers asking them
to send out leaflets in their own countries. He
agreed to send each country a copy of those addresses
on his mailing list in their country for suggestions.
Milka to approach EC to follow up Unesco support for
PIP in developing countries

- g. Editorial matters
Staff - Printer is no longer employed as cards are
prepared by xerox from computer printout. Lira
Fernandez now working full-time at BFI. Assistant
(Damaris) also left and at present replaced by a
friend of Marie. Marie now works about 20 hours
per week and is operating the computer.
Indexes - Michael is now including feature obituaries
from 'Variety' - needs to be added to first frame on
fiche, and annual volume.

* £1750 loan - Milka to request transfer to London account
** £3500 grant agreed

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PIP WORKING GROUP (cont.)

3.g. Periodicals added:

Bulgarian Film (1983-)
Stills (UK) from first issue
Film News (AT) (1983-)
Cinefex
Soundtrack — Not yet

Periodicals rejected:

Filmhaftet (SW) *sw index*
MacGuffin (DK)
Levende Billeder (DK)
2 Ecrans (Algeria)
Field of Vision (US)
Video (US)
Videography (US)

Periodicals to include when indexers available:

Studies in Visual Communication (US)
Kino German Film (GW)
Cinefantastique (US)
Channels (US) ✓
On Film (US)
Media Project (UK)
Film Dope (UK)
Filmihullu (FI)
Soviet Film (UR)

Periodicals to look at again:

Film-Finland (copies received '83 at BFI)
Critical Arts (SA)
Retre (EW)
Cinema Sessanta (IT)
Filmbeobachter (GW)
American Premiere
On Location (US)
Polish Film

Michael to check Italian periodicals with Dr Cincotti for assessment

Existing PIP list of periodicals indexed:

dropped Cinema (Buc.), Cinema d'Auj, Films, Travelling
add again Ikon, Velvet Light Trap
check Information ((GW/GE?)) *folded will continue*

Michael to check Indian journals with Janet (BFI) - Poona could index Maadhyan or Cinema Vision

Karen to check Portugal about 10-year edition and TV volume as they expressed interest at London Indexers' Workshop

h. Supporters

Michael to write soon with draft 1985 budget with comments, progress report and accompanying letter. The EC should receive from Brigitte by January meeting final 1983 accounts and 1985 draft budget. Progress report to go also to all Documentation Commission members from Brigitte.

Information on price increases: Film vol: 1979 £30-1980 £35
card service: Film 1980 £295-1981 £350 including volume;
TV 1980 £140-1981 £150

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- 3.i. Berlin meeting of PIP indexers
Third workshop will be held in Berlin (GDR) from November 8-10 1983 at the invitation of the Staatliches Filmarchiv. Some 12 delegates are expected. Report to follow.

4. FIAF Publications brochure
This has been printed incorporating the Stockholm suggestions and mailed to about 1500 addresses by the end of 1983. Publishers H K Saur contributed £100 as the Set Designers volumes are included.
Budgets - 80,000BF included in FIAF 1983 budget, 30,000BF in the FIAF 1984 budget.
In 1983 the £1000 received by PIP from FIAF covered the design and printing of the two brochures and order forms. Postage and envelopes met from PIP budget.
In 1984 the 30,000BF would be used to reprint leaflets, update prices on order form and towards postage for a selective mailing.
1985 Publicity Budget: in order to revise both the brochures and print 3000 more of each, new order forms and postage for major mailing we need to request 80,000BF from FIAF.

5. Directory of Film and TV Documentation Sources
£250 received by Infodoc to input current information. Frances to check with Brigitte if the remaining 850£ are included in 1984 FIAF Budget. Milka to send the sample questionnaire form to Documentation Commission members for discussion in Bulgaria at next full meeting.

6. Joint projects with the Cataloguing Commission
Milka to ask Harriet for copies of material relating to points for discussion to circulate to Documentation Commission before Bulgaria.
The script cataloguing rules should be circulated to both Commissions to discuss in conjunction with item 5 on Harriet's letter to Milka of 5 May 1983.
Unesco feasibility study to be added to agenda for discussion and links with the International Federation of Library Associations.

7. Revision of Handbook for Film Archives
Karen to send photocopy of Chapter 5 to members of Documentation Commission for discussion in Bulgaria.

8. Follow-up on other proposals from the Stockholm Congress
Quebec translation - Michael to check with Rene B. if this relates to classification or film Subject Headings.
Central register for duplicates - only via Unesco study.
Union list of periodicals - only via Unesco study.
List of indexes and abstracts for finding articles on film in non-film periodicals to be prepared in Bulgaria. and circulated to FIAF members.
Articles about film archives - a listing and/or collection of such articles also to be added to agenda for Bulgaria.

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9. FIAF Classification Scheme

It was hoped to hold a workshop in 1984 in Lisbon.
It was hoped to publish a revised edition in 1984/5 -
funding application needed to FIAF for budget in 1985.

10. Commission budget for 1984

80,000BF already approved

Milka to ask for at least this sum in 1985 and more if
possible so that the PIP can be promoted at the New York
Congress

11. Future meetings

Bulgaria 1984 - joint Documentation and Cataloguing
Commission. PIP Working Group needs 2 extra days if
possible before the joint meeting.

FIAF Congress Vienna April - agreed that PIP should be
represented for sales point and meeting of supporters.
Milka or Michael most appropriate, Karen or Frances
as alternatives.

PIP Working Group to prepare budgets - London November?
Milka to find out if Sét Designers will meet and need
any funds.

In 1985 the Commission should have a full meeting again
and the PIP Working Group will need to meet in November.

12. Any other business

Future publications - Television Subject Headings
Film Subject Headings
10-year microedition booklet
PIP Guidelines

Cataloguing Commission - circulation of minutes to
Documentation Commission, Milka to request minutes
of Cat.Comm. meeting Brugges 1983 for circulation.
Jacques Ledoux had asked PIP to investigate if there
was demand for identification on title cross-references
(eg year, director) to prevent confusion. No demand
had been expressed, or problems with the 10-year edition.