

PROPOSAL FOR THE ORGANIZATION OF THE 3rd
FIAF SUMMER SCHOOL IN COPENHAGEN, AUGUST 1977

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3rd FIAF SUMMER SCHOOL

The 3rd FIAF Summer School will be organized by Det danske filmmuseum and will be held in Copenhagen in August 1977.

Subject: The documentation departments of a film archive.

SUBJECTS TO BE DISCUSSED

1. Introduction to the course

- a) Presentation of the host archive: its collections and activities.
- b) Brief reports by the participants on the organization of the documentation departments in their own archives.
- c) Discussion of the aims of the course.

2. The documentation departments of a film archive

a) Organization

General problems in connection with the organization, budgeting & staffing of the documentation departments.

b) Collections

The selection, acquisition, classification, cataloguing, arrangement, storage & preservation of the following collections:

Books (including a discussion of basic reference works: encyclopedias, bibliographies, filmographies, film histories, etc.)

Pamphlets

Periodicals (including a discussion of the International Index to Film Periodicals)

Scripts

Press cuttings

Stills

Posters

Special collections (personal papers, company records, costume & set designs, musical scores, records, tapes, slides, press books, souvenir programmes, censorship cards, etc.)

Access to collections (including lending routines and security measures)

c) Activities

1) Dissemination of information and special services

Special items to be discussed:

Inquiries - use by public

Catalogue of film credits (on cards)

Catalogue of holdings (on cards)

Filmographies of national production

Publications (accession lists, subject bibliographies, catalogues of holdings, monographs, periodicals, etc.)

2) Exhibitions

3) Cooperation & exchange of material with other institutions (nationally & internationally)

d) Other related subjects

1) Problems of handling Slavonic languages

2) International standards & recommendations

3) Television documentation

4) Micro-filming

5) Computerization

3. Results of the course

Final discussion of the organization and results of the 3rd FIAF Summer School.

ADDITIONAL INFORMATION ON THE ORGANIZATION OF THE
3rd SUMMER SCHOOL

Official language: English

Number of participants: 25-30

Period: 14 days (end of August 1977)

Deadline for nominating participants: March 31, 1977

Accommodation & meals: The participants will be accommodated at a seminar college in the outskirts of Copenhagen. All meals and the majority of sessions will take place at the seminar college.

Charges for each participant: appr. \$500,- covering accommodation and all meals.

Film viewings: Viewings of recent Danish films & of films from the collections of Det danske filmmuseum will be arranged.

Excursions: Some sight-seeing excursions will be arranged.

Teachers: Members of the staff of Det danske filmmuseum and some guest teachers from foreign film archives.

Teaching methods: Introduction to the subject by teacher but no strictly academic lecturing. Main emphasis on discussions, practical demonstrations and exercises. The participants will be expected to make certain preparations in advance of the course and study e.g. the chapter on The Documentation Department in in the FIAF Manual For Film Archives and compendiums on specific subjects which will be forwarded to the participants in due course before the summer school starts.

Certificates: Each student will receive a certificate from Det danske filmmuseum on the graduation of the summer school.