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GDR
Jutta Giese
Marina Röhrich

Staatliches Filmarchiv der DDR
108 Berlin
Hausvogteiplatz 3-4

Staatliches Filmarchiv der DDR
108 Berlin
Hausvogteiplatz 3-4
The 4th FIAF Summer School will be held by the Staatliche Filmmuseum der DDR in Frankfurt (Oder) from August 12 to September 1, 1979.

The 4th summer school aims to mediate basic knowledge on all aspects of the activities of a film archive.

Program: See enclosure

Number of participants: approximately 25

Languages: German and English

Accommodation: Hotel

Meals: jointly organized for all participants

Lecturers: mainly leading personnel of the Staatliche Filmmuseum who had already taken part in the first and second summer schools of FIAF

Character of the summer school: no strict academic program; most themes are combined with practical exercises

Supporting program: excursions to museums and cultural sights in Frankfurt, Berlin, Potsdam and other GDR towns. A comprehensive film program is envisaged.

Fees: About 275 US $ for board and lodging, excursions, etc...

You are requested to send your application as soon as possible but not later than by March 31, 1979 to the Staatliches Filmmuseum der DDR, Hausvogteiplatz 3-4, 108 Berlin, Deutsche Demokratische Republik.
Enclosure 1

PROGRAMME of the Advanced Training Seminar

1. Introduction
The need for preserving audiovisual materials as works of art
and historic documents of our epoch and the tasks of film and
television archives

2. Administrative problems of the setting up and work of an
audiovisual archive

2.1 Foundation, tasks and social status of audiovisual
archives
2.2 Legal aspects of the activities of an audiovisual
archive (legal deposit), relations to other institutions
concerned with film and television
2.3 Financial aspects of the work of an audiovisual archive
2.4 Copyright and audiovisual archives
2.5 Personnel for audiovisual archives, their basic and
advanced training
2.6 International organization for audiovisual archives

3. Acquisitions and sources for the collecting of audiovisual
materials

3.1 Sources for the holdings of archives
3.2 Objects of collecting
3.3 Problems of selection

4. Technical problems of preserving audiovisual materials

4.1 Chemical and physical properties of film materials and
their influence on preservation
4.2 Treating of film materials prior to storing
4.3 Optimal storing conditions and air-conditioning of stores
4.4 Possibilities of restoring film materials
4.5 Copying of archive materials
4.6 Properties of magnetic recordings and problems of their
preservation
5. **Cataloguing of audiovisual material**

5.1 Structure of collection
5.2 Acquisitions (Pre-cataloguing)
5.3 Cataloguing of filmographic data and film content
5.4 Cataloging systems
5.5 Practical recommendations for cataloguing
5.6 Establishment of national filmographies

6. **Collection of documentation material**

6.1 Necessity of collection of documentation material about cinema and television
6.2 Categories of library-, documentation-, archive- and museum-material. Possibilities of collection, preservation and cataloguing

7. **Cultural activities of an audiovisual archive**

7.1 Usage of the collections
7.2 Cineclubs
7.3 Archive film theatre
7.4 Exhibitions
7.5 Publications