

Draft Programme of Lectures, Discussions and
Practical Training

1. Introduction

The need to preserve moving images as works of art and historic documents of our epoch and the tasks of film and television archives.

2. Administrative problems of the structure and activities of an archive for moving images

2.1 Tasks, setting up and social status of archives for moving images.

2.2 Legal aspects of the activities of an archive for moving images (legal deposit), relationship to other institutions of film and television.

2.3 Financial aspects of the activities of an archive for moving images.

2.4 Copyright and archives for moving images.

2.5 Personnel of archives for moving images, their basic and advanced training.

2.6 International organizations of archives for moving images.

3. Technical problems of the preservation of moving images

3.1 Chemical and physical properties of film materials and their influence on preservation.

3.2 Treatment of film materials prior to storing.

3.3 Optimal storing conditions and air-conditioning of vaults.

3.4 Possibilities of restoring film materials.

3.5 Printing of archive materials.

3.6 Tasks and organization of the editorial restoration of film materials.

3.7 Properties of magnetic recordings and problems of their preservation.

4. Principles of collection and selection of moving images

- 4.1 Sources for collection.
- 4.2 Means for the gathering of moving images.
- 4.3 Selection problems.

5. Cataloguing of moving images

- 5.1 The structure of the film collection.
- 5.2 The treatment of new acquisitions.
- 5.3 Cataloguing filmographic data and contents of films.
- 5.4 Cataloguing systems.
- 5.5 Practical recommendations for setting up an EDP-system.
- 5.6 Establishment of a national filmography.

6. Collection of documentation materials

- 6.1 Books and magazines - acquisitions, cataloguing, indexing, storage, preservation.
- 6.2 FIAF - Periodical Indexing Project.
- 6.3 Related materials - collection, cataloguing, preservation.

7. Cultural activities of an archive for moving images

- 7.1 Filmshowings, exhibitions, publications.
- 7.2 Filmhistorical research.
- 7.3 Usage of collections by outside institutions.

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