

*** * * F I A F C U R A T O R S A N D D I R E C T O R S !
PLEASE MAKE THIS INFORMATION AVAILABLE TO YOUR STAFF! * * ***

FIAF SUMMER SCHOOL

16 June to 7 July 1996

DRAFT Information Sheet

APPLICATIONS

These must be made in full on the forms supplied. If successful, applicants must supply two passport-style photographs. If you require a travel visa, either to leave your country or to enter the UK, you are advised to allow plenty of time to get one. The NFTVA will gladly write supporting letters if requested. Please enclose a letter of support from the Head of your archive or organisation with your application.

TRAVEL

Wherever possible, arrangements will be made to meet participants at London Heathrow Airport or at local railway stations.

VENUE

The majority of the lectures and practical aspects of the course will take place at the Conservation Centre in Berkhamsted. However, there will also be visits to other establishments, such as the British Film Institute, British Broadcasting Corporation, East Anglian Film Archive, etc, and to places of technical and social interest.

ACCOMMODATION

Participants will be accommodated at the Old Jordans Guest House near Beaconsfield.

The accommodation is not luxurious, but is functional, comfortable and clean. There are only a limited number of single rooms and not all of them have en suite facilities, so it is essential that a number of the participants be willing to share a room.

continued/...

Old Jordans is a Quaker establishment and has some strict rules regarding the consumption of alcohol on the premises. Alcohol can be consumed in certain designated areas, but not in the main building (which also houses the dining room). There are, however, plenty of attractive 'pubs' in the area where you can enjoy a drink.

MEALS

Breakfast and dinner will be provided at Old Jordans. On occasions when participants are at the Guest House during the day (at weekends, for example) lunch will also be provided.

On days when participants are at the Conservation Centre, a mid-day meal in the form of a buffet or sandwiches will be provided by the NFTVA.

When visiting other establishments, packed lunches will be available and use will be made of local restaurants and canteen facilities.

MAIL

If participants wish to receive mail whilst on the course, letters can be addressed to either the National Film and Television Archive or Old Jordans, as follows:

National Film and Television Archive
J Paul Getty Jnr Conservation Centre
Kingshill Way
Berkhamsted
Hertfordshire
HP4 3TP
U.K.

Telephone: 01442 876301
Fax: 01442 875607

Old Jordans
Near Beaconsfield
Buckinghamshire
HP9 2SW
U.K.

Telephone: 01494 874595

* * * * *

FIAF SUMMER SCHOOL

16 June to 7 July 1996

Draft List of Proposed Training/Lecture Subjects

1. History of NFTVA, FIAF and Film Archiving Movement
2. Basic Film Structure and Film Handling
3. Cellulose Nitrate and its Preservation
4. Cellulose Acetate and its Preservation
5. Polyester
6. Basic Film Processing Theory
7. Colour Film Preservation
8. Colour Film Duplication
9. Film Storage Conditions
10. Preservation Principles and Rules
11. Air Conditioning in Film Storage Vaults
12. Types of Film Stock in Current Use
13. Film Treatments
14. Step Printers/Continuous Printers/Optical Printers
15. Health & Safety in the NFTVA
16. The Work of the NFTVA
17. Polymer Degradation
18. Film Examination
19. Technical Selection

continued/...

20. Cataloguing
21. Viewing Service Access
22. Donor Access
23. Production Library Service
24. Selection and Acquisition of Films and TV programmes
25. Programming from Archive Collections
26. Legal Deposit of Films and Television
27. Copyright
28. The Work of FIAF
29. Computerisation of Records
30. Curatorial Problems
31. Video Preservation and Storage
32. Specialist Archive Buildings and their specifications
33. The Work of the British Film Institute
34. The Work of the National Film Theatre
35. Staff Training
36. Techniques for Film and Television Restoration Projects

* * * * *