



*Ministry
for Cultural Heritage and Activities*

CENTRAL INSTITUTE FOR CATALOGUING
AND DOCUMENTATION

**INTERNATIONAL TRAINING COURSES
CALENDAR**

November 2018



ISTITUTO CENTRALE PER IL CATALOGO E LA DOCUMENTAZIONE
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INTERNATIONAL TRAINING COURSES CALENDAR 2018

November 19 - 23
November 26 - 30

Courses by ICCD (MiBAC - Central Institute for Cataloguing and Documentation):

- 1- Methodologies for cataloguing cultural heritage
- 2- Computerized cataloguing and multimedia documentation

The courses are part of *International training projects*, financed under Ministerial decree 7/08/2015. With this initiative, the Italian Government promotes cultural exchanges with foreign Countries, to spread the high-level knowledges in cultural sectors where Italy achieves world recognition for excellence and expertise.

Seven prestigious institutions, actives in the field of heritage preservation and cultural activities, are participating in the training project.

Names of participants:

Name	Country and Institution
Alvarez Angeles	Argentine, Direction of the National System for Cultural Property of the Ministry of Culture of Argentina
Cherkaska Daria	Ukraine, Centre of Archeology at Staffordshire University
González Virginia Fernanda	Argentine, National Historical Museum of the Cabildo
Hadjikyriakos Iosif	Cyprus, Phivos Stavrides Foundation – Larnaka Archives
Radin Marija	Serbia, Institute for Conservation in Belgrade
Romanova Olena	Ukraine, A. Krymskyi Institute of Oriental Studies of National Academy of Sciences of Ukraine
Sánchez Aguilar Sadys	Cuba, Museo Napoleónico de La Habana
Staack Birgit	Germany, Altonaer Museum in Hamburg
Stijović Milja	Serbia, Yugoslav Film Archive in Belgrade

Interpreter (attending all the course modules): Dr. **Alberto Sanna**

ICCD Responsible for international courses: Dr. **Francesca Fabiani**

ICCD Representative for the courses contents: Dr. **Maria Letizia Mancinelli**

Coordination of the activities and tutoring: Dr. **Giulia Vincenzi**

FIRST WEEK: November 19 -23

PROGRAM OF THE COURSES

Day	Hour	Course	Subject	Teacher	Material
Monday 19					
	9,30 - 13,00		9,30-9,40 Welcome	F. Fabiani (International Courses Responsible)	
			9,40-10,00 Participants presentation	Participants	
			10,00-10,20 Introduction to the program of the courses	M.L. Mancinelli (ICCD Official)	
			10,20-11,00 Central Institute for Cataloguing and Documentation	G. Tammeo (ICCD Official)	1.1
		Methodologies for cataloguing cultural heritage	11,00-13,00 Cataloguing standards: general principles	M.L. Mancinelli (ICCD Official)	1.2; 1.19
	14,00 - 18,30	Guided visit	14,00-18,30 Guided visit of the building and the collection of the Institute 14,00-15,00 Museo 15,00-16,00 Fototeca 16,30-17,30 Aerofototeca 17,30-18,30 Archivio schede	A. Di Carlo E. Berardi E. J. Shepherd I. Fioravanti (ICCD Officials)	
Tuesday 20					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Digital cataloguing in SIGECweb	B. Barbaro (ICCD Official)	1.3
			11,30-13,30 Cataloguing of archaeological heritage: an overview	E. Imperatori (ICCD co-worker)	2.1
	14,30 - 18,30	Guided visit	14,30-18,30 Museo Nazionale Etrusco di Villa Giulia		

Wednesday 21					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Instruments and procedures for geographic information management (with practical exercises)	S. Ventura (ICCD co-worker)	1.4
			11,30 - 13,30 Cultural properties containers (with practical exercises)	F. Spagnuolo (ICCD co-worker)	1.5; 1.6
	13,30 - 18,30	Computerized cataloguing and multimedia documentation	14,30-16,30 RA-cataloguing sheet for archaeological heritage	L. Ceci (ICCD co-worker)	2.2; 2.4
			16,30-18,30 Exercises: RA-cataloguing sheet	A. Gabucci (ICCD co-worker)	2.3
Thursday 22					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Cataloguing of architectural and heritage: an overview	V. Musetti (ICCD co-worker)	3.1
			11,30-13,30 A-cataloguing sheet for architecture and PG-cataloguing sheet for parks and gardens	V. Musetti (ICCD co-worker)	3.2; 3.3
	14,30 - 18,30	Guided visit	14,30-18,30 Museo Nazionale Romano – Palazzo Altemps		
Friday 23					
	9,30 - 18,30	Guided visit	9,30-18,30 Parco Archeologico di Ostia Antica		

SECOND WEEK: November 26 -30**PROGRAM OF THE COURSES**

Day	Hour	Course	Subject	Teacher	Material
Monday 26					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Cataloguing of artistic and historical heritage: an overview	G. Del Giudice (collaboratore ICCD)	4.1
		Computerized cataloguing and multimedia documentation	11,30-13,30 OA-cataloguing sheet for works of art	G. Del Giudice (collaboratore ICCD)	4.2; 4.3
	14,30 - 18,30	Computerized cataloguing and multimedia documentation	14,30 - 16,30 Exercises: authority file, vocabularies, thesauri, multimedia documentation	E. Imperatori (collaboratore ICCD)	1.12; 1.13; 1.14; 1.15; 1.16
			16,30-18,30 Exercises: OA-cataloguing sheet	E. Imperatori (collaboratore ICCD)	4.4
Tuesday 27					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Introduction to VIR platform and to Risk map system	C. Cacace (ISCR Official)	1.7
			11,30-13,30 Interoperability between SIGECweb and VIR-cooperative platform	G. Vincenzi (ICCD co-worker)	1.8
	14,30 - 18,30	Guided visit	14,30-18,30 Galleria Corsini		
Wednesday 28					
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Emergency procedure and storages management. The case of central Italy earthquake (august, 2016)	P. Scarpitti (ISCR)	1.9
			11,30-13,30 Preventive conservation, restoration work and e archiving	P. Wagner (ICCD co-worker)	1.10
	14,30 - 18,30	Guided visit	14,30-18,30 Galleria Nazionale d'Arte Moderna e Contemporanea		

Thursday 29						
	9,30 - 13,30	Methodologies for cataloguing cultural heritage	9,30-11,30 Photographic heritage: historical photographic techniques – description and identification	S. Valentini (ICCD Official)	5.1; 5.2	
			11,30-13,30 Photography as documentation	A. Coco (ICCD Official)	5.3	
	14,30 - 18,30	Methodologies for cataloguing cultural heritage	14,30-16,30 Cataloguing of photographic heritage: an overview	E. Berardi (ICCD Official)	5.4	
			Computerized cataloguing and multimedia documentation	16,30-17,30 F-cataloguing sheet for photographic heritage	M. Moi (ICCD co-worker)	5.5; 5.6
				17,30-18,30 Exercises: F-cataloguing sheet	M. Moi (ICCD co-worker)	
Friday 30						
	9,30 - 13,30	Guided visit	9,30-13,30 Istituto Centrale per la Grafica			
			14,30 - 18,30	Computerized cataloguing and multimedia documentation	14,30 – 15,30 Consultation of cultural properties catalogue and themed itinerary	M. Porena (ICCD co-worker)
	15,30 - 17,30 Spreading open data: use and reuse. ICCD ongoing projects	M. Porena (ICCD co-worker)			1.18	
		17,30 – 18,30 Certificate delivery			ICCD Officials and Coordinators of international courses	