MINISTRY FOR CULTURAL HERITAGE AND ACTIVITIES
CENTRAL INSTITUTE FOR CATALOGUING AND DOCUMENTATION

# Instructions for technical production of multimedia documents
# for attachment to ICCD catalogue records

www.iccd.beniculturali.it/index.php?it/490/normative-per-la-documentazione-fotografica-e-multimediale

This document provides the basic instructions for production of multimedia documents to be attached to ICCD catalogue records. The reference norms are available at: http://www.iccd.beniculturali.it/index.php?it/490/normative-per-la-documentazione-fotografica-e-multimediale.[1]

*Photographic documentation (section DO, field FTA)*

The images to be attached con be produced by direct acquisition using a digital camera or by computerization of analogue originals.

The following table summarises the characteristics that must be maintained for the two qualitative levels indicated in ICCD standards.

| Photographic documentation | | | |
|---|---|---|---|
| **Format** | **Colour** | **Image dimensions (pixels)** | |
| | | **Quality A** | **Quality B** |
| **JPG** JFIF/JPEG and EXIF/JPEG | 24 bpp for colour 8 bpp for grey scale | **Formats not permitted** | Min: 640x680 Max: 1280x(1280) |
| **PNG** (portable network graphics) | 24 bpp for colour 8 bpp for grey scale Optional 1, 2 and 4 bpp | 3072x(3072) | Min: 640x680 Max: 1280x(1280) |
| **PCD** (Kodak photo CD) | 24 bpp for colour 8 bpp for grey scale | 16 base = 2048x3072 Optional: 64 base = 4096 6144 | 4 base = 1024x1536 Optional: 16 base = 2048x3072 |
| **TIFF** (tag image file format) | Colour space: RGB, CMYK or YCbCR Bits per pixel: 1,2,3,4,5,6,7,8,16,24, 32 Colour depths of 48 and 64 are not accepted. | 3072x(3072) **Compression:** uncompressed, Huffman RLE, LZW **Note**: TIF format is not permitted with JPEG compression. | Min: 640x680 Max: 1280x(1280) **Compression:** uncompressed, Huffman RLE, LZW |

The personnel involved in cataloguing are advised to use JPG format at quality level B, with minimum compression, thus obtaining maximum image quality.

**The individual files for attachment to an ICCD catalogue record must not exceed 5 MB in size.** Any original documents greater than 5 MB can be held in the archives of the cataloguing agency (or in other locations). Such locations are indicated in the subfield FTAC – *Location*.

*Graphic documentation (section DO, field DRA)*

Graphic documents can be attached in the following file formats.

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[1] The ICCD is currently develop an overall document of norms on multimedia documentation. Various norms have been developed over the years (for different types of documentation, in different versions, etc.) and it is now necessary develop unified overall guidelines.

| Graphic documentation | |
|---|---|
| Format | Notes |
| **DXF** (drawing exchange format) | Acceptable versions include 2.x, 9, 10, 11 and 12, 2004, however the recommendation is to use the formats supported by the most recent versions of Autodesk CAD (12). |
| **DWG** (drawing file format) | Acceptable versions include 2.x, 9, 10, 11 and 12, 2004, however the recommendation is to use the formats supported by the most recent versions of Autodesk CAD (12). |
| **DGN** (MicroStation drawing format) | In the case of geo-referenced DGN the recommendation is to use DGN formats in version 4.0 or 5.0, which are supported by the most widely used GIS systems. |
| **TIFF** (tag image file format) | Compression: uncompressed, Huffman RLE, JPEG, LZW. Colour space: RGB, CMYK or YCbCr. Bits per pixel: 1,2,3,4,5,6,7,8,16,24,32. Colour depth: 48, 64 bits are not accepted. |

The norms for SIGECweb, as published on the ICCD website, also provide for use of the pdf file format.

**The individual files for attachment to an ICCD catalogue record must not exceed 5 MB in size.** Any original documents greater than 5 MB can be held in the archives of the cataloguing agency (or in other locations). Such locations are indicated in the subfield DRAC – *Location*.

## Video-film documentation (section DO, field VDC)

Video-film documents can be attached in the following file formats.

| Video-film documentation | | |
|---|---|---|
| Format | Format version or type | Notes |
| **AVI** | All variants are accepted | If necessary, the copy can be prepared by downloading an appropriate codec from the internet. |
| **MPG** | MPEG-1, all variants | |

The norms for SIGECweb, as published on the ICCD website, provide for use of the MP4 file format. (Given its greater flexibility, this is the preferred format.)

**The individual files for attachment to an ICCD catalogue record must not exceed 5 MB in size.** In the case of a video document that exceeds this size, and cannot be attached in entirety, the operator must identify an excerpt of about 10 seconds minimum, requiring not more than 5 MB memory. Such files must be extracted from the original document using video editing software that permits selection of the significant parts and memorization in one of the permitted formats. More than one excerpt can be attached to a catalogue record, provided each one is less than 5 MB in size. The original documents, including those greater than 5 MB, can be held in the archives of the cataloguing agency (or in other locations). Such locations are indicated in the subfield VDCC – Location.[2]

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[2] For version 4.00 norms (e.g. BDI 4.00, MODI 4.00 – *Application to intangible heritage*), where the cataloguing record requires attachment of an entire video document exceeding 5 MB in size, the operators are suggested to publish the document through an internet service (YouTube, Vimeo, others) and to enter the link in subfield VDCW – *Web address (URL)*.

## *Audio documentation audio (section DO, field REG)*

Audio documents can be attached in the following file formats.

| Audio documentation | | |
|---|---|---|
| **Format** | **Format version or type** | **Notes** |
| **AVI** | All variants are accepted | If necessary, the copy can be prepared by downloading an appropriate codec from the internet. |
| **MPG** | MPEG-1 audio layer-3; all versions are accepted. | |

Given its greater flexibility, the MP3 format is recommended.

**The individual files for attachment to an ICCD catalogue record must not exceed 5 MB in size.** In the case of a audio document that exceeds this size, and cannot be attached in entirety, the operator must identify an excerpt of about 10 seconds minimum, requiring not more than 5 MB memory. Such files must be extracted from the original document using audio editing software that permits selection of the significant parts and memorization in one of the permitted formats. More than one excerpt can be attached to a catalogue record, provided each one is less than 5 MB in size. The original documents, including those greater than 5 MB, can be held in the archives of the cataloguing agency (or in other locations). Such locations are indicated in the subfield REGC – Location. [3]

## *Text documents (section DO, field FNT)*

For text documents, various file formats are possible (.pdf, .xls, .doc, .ppt, etc.).

**The individual files for attachment to an ICCD catalogue record must not exceed 5 MB in size.**

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[3] For version 4.00 norms (e.g. BDI 4.00, MODI 4.00 – *Application to intangible heritage*), where the cataloguing record requires attachment of an entire video document exceeding 5 MB in size, the operators are suggested to publish the document through an internet service (YouTube, Vimeo, others) and to enter the link in subfield REGW – *Web address (URL)*.