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

Catalogue model structure

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The organisation or "data structure" of a norm is formed as a series of **sections**, with each section in turn containing other elements called **fields**. The fields can be **simple fields**, meaning single elements for compilation, or **structured fields**, consisting of a number of **subfields** for compilation. Sections and structured fields are "container" elements, serving to group fields and subfields, and do not in themselves permit data entry. Instead, the data is compiled in the simple fields and subfields.

The elements within the norm are structured according to rules and graphic conventions, and in terms of specific properties (definition of length: option of repetition; obligatory or not; type of vocabulary; visibility), as indicated in the table below.[1]

Acronym[2]	Definition	Property				
		LUN. (length)	RIP. (repeatability)	obbl. (obligation)	VOC. (vocabulary)	VIS. (visibility)
AA	**SECTION**	Number of characters available (only for simple fields and subfields)	Yes	absolute: * absolute (alternative): * n ------- depending on context: (*) depending on context (alternative): (*) n (only for fields and subfields)	closed: C open: A (only for simple fields and subfields)	0 1 2 3 (only for simple fields and subfields)
BBB	**Simple field**					
CCC	**STRUCTURED FIELD**					
CCCA	Subfield					
CCCB	Subfield					

- **Length** indicates the maximum number of characters for compilation.

- **Repeatibility**, if shown as "yes" indicates that the element can be repeated to record occurrences of similar information. If an element that descends from another element can itself be repeated, this is termed as *sub-repeatability*.

- **Obligation** indicates if is necessary to compile a certain element of the norm, distinguished as *absolutely* obligatory and obligatory *depending on the context*.

Absolute obligation, indicated by the symbol "*", means that *failure to compile the element would result in an invalid catalogue sheet.* In certain situations, the cataloguer has the option of choosing which elements to compile in a group of obligatory elements, depending on the heritage property to be described and/or the information available. This situation is termed "*absolutely obligatory (alternative)*": beside the standard "obligatory" symbol *, the norm indicates the set of two or more elements considered as alternatives for the compilation of the obligatory information. *At least one of these elements must be compiled*, however the cataloguer can compile all of those for which data are available.

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[1] The properties of each element of an ICCD norm are defined by a technical-scientific committee formed for the purpose of developing the specific norm.
[2] Each element of the norm is identified with an acronym, used in particular during procedures for data transfer between different systems.

The "group" is indicated within structure of the catalogue sheet using numbers, in sequence, for example: * 1 indicates "group 1" of alternative elements; * 2 indicates "group 2" of alternative elements; etc.

Obligatory depending on context, indicated by the symbol (*), shows that it will be necessary to compile the field only if certain other *optional* fields (related in the structure of the norm) have been compiled. As for the obligatory elements, once again the cataloguer has the option of choosing which elements to compile in a group of "obligatory depending on context" elements, considering the heritage property to be described and/or the information available. This situation is termed "*obligatory depending on context (alternative)*": beside the standard symbol (*), the norm indicates the set of two or more elements considered as alternatives for the compilation of the obligatory information. *At least one of these elements must be compiled*, however the cataloguer can compile all of those for which data are available. Again, the "group" is indicated within structure of the catalogue sheet using numbers, in sequence, for example: (*)1 indicates "group 1" of alternative elements; (* 2 indicates "group 2" of alternative elements; etc.

At the level below an obligatory alternative element, it could also be possible to have fields that are obligatory depending on context. For example, in the case of the alternative between two or more elements in an obligatory context, once the cataloguer has chosen which of the elements to compile, they will need to respond to any further obligatory situations indicated within the structure.[3]

- The indication of a *vocabulary* shows that a supporting terminological instrument is available for completion of the simple field or subfield. The vocabulary can be closed or open (indicated by a "C" or "A"). The form of the vocabulary can range from a simple to complex lists of terms, up to the level of as structured thesaurus. A *closed vocabulary* consists of a list of defined terms, subject to revision *only* by the ICCD, the national authority for the relative norms. The ICCD provides notice of updates to such vocabularies at the webpage (http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici). In compiling the relative element, the individual cataloguer *cannot* insert any term that is not already included in the vocabulary. An *open vocabulary* consists of a list of terms to which the cataloguer can add new entries, while compiling a record sheet. All such proposals of terms arrive at the ICCD during the cataloguing procedure and are subsequently subject to verification by the institute's technical-scientific services. If the term is approved it is included in the published versions of the vocabulary on the ICCD website.

- All the fields and subfields without indication of a vocabulary or syntactical rules permit "free" compilation. The only restriction is on the number of characters (see "length").

- The ICCD provides for appropriate *public access to the catalogue data on the Internet.*[4] *For this purpose,* **each editable element of the norm is assigned a defined** *visibility level*, depending on the possibility that the field contains data subject to provisions for privacy or security.[5]

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[3] The numbering of the groups of obligatory elements is sequential within the data structure: numbers are assigned in progressive order regardless of whether the individual situation is "absolute obligatory" or "obligatory depending on context".

[4] *SIGECweb* **offers a web platform** describing the organisation of the catalogue and providing public access: www.catalogo.beniculturali.it.
[5] See the document *Criteri per la visibilità delle schede sul web* (Criteria for Internet visibility of catalogue sheets at: http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici.