

- History and Historic Photographic Technologies
- Archival Management and Preventive Conservation

General principles of cataloguing

Cataloguing is a complex practice that requires both specific and general expertise, as well as a remarkable level of intuition and inclination to research.

Cataloguing means building tools to expand the access to knowledge, measuring ourselves directly with things, and bringing things back to life by studying and describing them.



- L. 1089/1939 first framework law for the protection of “objects of historical and artistic interest”
- 1964/1967 Franceschini commission (for the safety of **Italian cultural heritage**)
- 1975 birth of the Ministry of Culture (Ministero per i Beni Culturali e Ambientali)



- **Cultural heritage** as an open category is subject to interpretation and evolution
- Transition from the aesthetic meaning based on the recognition of the piece's exceptionality to an overview which considers the connections and referrals between the single pieces. We move from a solely artistic-aesthetic value of the cultural heritage to a historical, social and anthropological dimension
- It's not possible to exhaust the definition of cultural heritage in an unmodifiable list (photography becomes cultural heritage only in 1999)



It's not possible to protect what is unknown. The identification of the properties that represent the cultural heritage ensures their **protection** and **conservation** with the purpose of public access, or rather their **enhancement**

## The concept of PROTECTION

- Action of surveillance entitled to the State and carried out by the pertinent Ministry and its departments (Soprintendenze)
- The aim of protection is to ensure the conservation, the intactness and the safety of the cultural heritage and guarantee its public access



**ICCD** (Central Institute for Cataloguing and Documentation) was born in 1975 within the Ministry of Culture.

It gathers two agencies with different origins and history, but with the same purpose of better identifying and understanding cultural heritage:

- The Catalogue Office, born in 1969 with the aim to define cataloguing methodologies and coordinate the operational activities of technical bodies.
- The National Photographic Cabinet, founded in 1895 as main national organization for the production and collection of photographic records.



## ICCD Role

- Defining uniform models and criteria for data collection
- Developing compilation models for every type of cataloguing sheet
- Monitoring to ensure the conformity of all the informative elements
- Managing the General Catalogue of cultural heritage





## FIELDS OF MINISTRY PROTECTION

- Archaeological
- Architectural and landscape
- Ethnoanthropological
- Historic artistic







## DISCIPLINARY AREAS

Archaeological Heritage

Architectural and landscape  
Heritage

Demo-ethno-anthropological  
Heritage

Photographic Heritage

Musical Heritage

Naturalistic Heritage

Numismatic Heritage

Scientific and technological  
Heritage

Historical and artistic Heritage





## CATEGORIES

- Movable Properties
- Immovable Properties
- Intangible Heritage





CD - CODICI	
TSK - Tipo scheda	PST
LIR - Livello ricerca	C
NCT - CODICE UNIVOCO	
NCTR - Codice regione	15
NCTN - Numero catalogo generale	00089301
ESC - Ente schedatore	A1182
ECP - Ente competente	S81
EPR - Ente proponente	S81
RV - RELAZIONI	
ROZ - Altre relazioni	1500089301
OG - OGGETTO	
OGT - OGGETTO	
OGTD - Definizione	livello
OGTT - Tipologia	da cantiere
OGTN - Denominazione	NK01
QNT - QUANTITA'	
QNTN - Numero	1
CT - CATEGORIA	
CTP - Categoria principale	ingegneria
CTC - Parole chiave	topografia
LC - LOCALIZZAZIONE GEOGRAFICO-AMMINISTRATI	
PVC - LOCALIZZAZIONE GEOGRAFICO-AMMINISTRATI	
PVCS - Stato	Italia
PVCR - Regione	Campania
PVCP - Provincia	CE
PVCC - Comune	Caserta
LDC - COLLOCAZIONE SPECIFICA	

## Scheda



### CD - CODICI

TSK - Tipo scheda	FF
LIR - Livello catalogazione	C
NCT - CODICE UNIVOCO	
NCTR - Codice Regione	12
NCTN - Numero catalogo generale	01254157
ESC - Ente schedatore	ICCD
ECP - Ente competente per tutela	ICCD

### OG - BENE CULTURALE

AMB - Ambito di tutela	storico artistico
MIBACT	
CTG - Categoria	DOCUMENTAZIONE DEL PATRIMONIO ARCHITETTONICO, DOCUMENTAZIONE DEL PATRIMONIO PAESAGGISTICO
OGT - DEFINIZIONE BENE	
OGTD - Definizione	collezione
OGTT - Tipologia	personale
OGTV - Configurazione strutturale e di contesto	bene semplice

La collezione Niego è composta da materiali morfologicamente eterogenei. La parte più consistente è costituita da positivi (circa 2600 di cui 440 C.d.V.); in massima parte stampe all'albumina sciolte o incollate su supporto, ma anche alla gelatina ai sali d'argento e fotomeccaniche (fotocollopie). Fanno parte del fondo 42 album fotografici di varie dimensioni

The disciplinary areas are more articulated than the fields of protection defined by the Ministry of Culture (MIC)

30 types of cataloguing sheets are available for cataloguing cultural properties. They are organized according to the disciplinary areas they relate to.



Cataloguing involves other institutions beyond the ministerial ones

## **Local administrations**

- regions
- municipalities

## **Religious institutions**

Cei (Italian Episcopal Conference)

## **Universities and Research Institutes**

## **Other Institutions**

- Foundations
- Cultural associations



## CULTURAL HERITAGE CATALOGUE

- Systematic **data collection** to identify and provide documentary and scientific evidence about everything that deserves to be known, preserved and enhanced because of its artistic, historical, anthropological and environmental value
- **Exploratory tool** that is the foundation of any protection intervention, preservation, and historical-critical research



<https://catalogo.beniculturali.it/>



scheda catalogo beni culturali - F X | Online il nuovo Catalogo genera X | Catalogo Generale dei Beni Cultu X +

catalogo.beniculturali.it



## Catalogo generale dei Beni Culturali



### Gli autori

[VEDI TUTTI >](#)



**Domenico Cresti**  
1558/ 1638

5 opere



**Federico Faruffini**  
1831/ 1869

6 opere



**Adolfo Orrù**  
1909/ 1995

1 opere

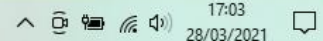


**Domenico Detto Sarzana (cerchia)**  
1589/ 1669

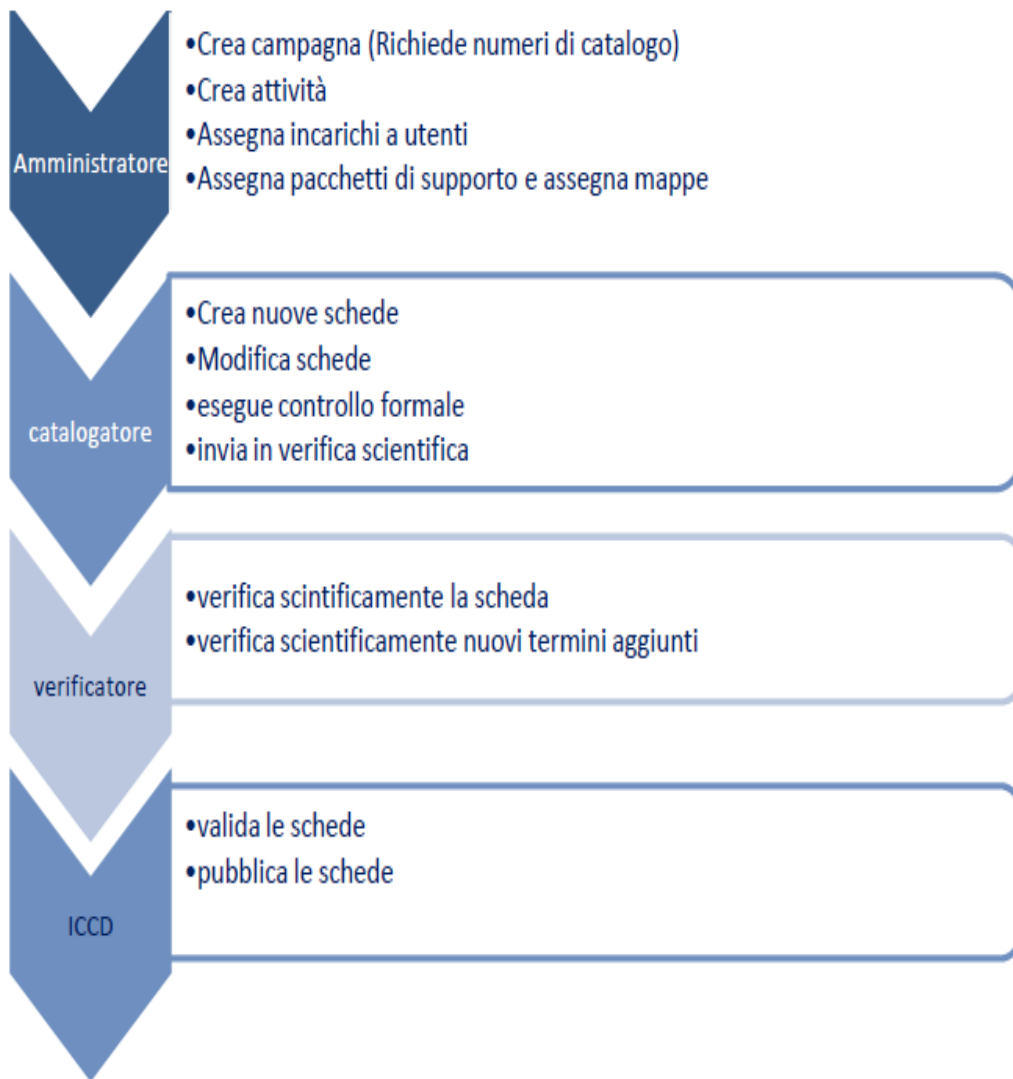
2 opere

### I luoghi della cultura

[VEDI TUTTI I LUOGHI E LE LOCALIZZAZIONI >](#)







The general Catalogue of cultural heritage is created and managed by ICCD through the SIGECweb platform

The General Catalogue Information System (SIGECweb) is a web-based platform that manages the whole cataloguing process

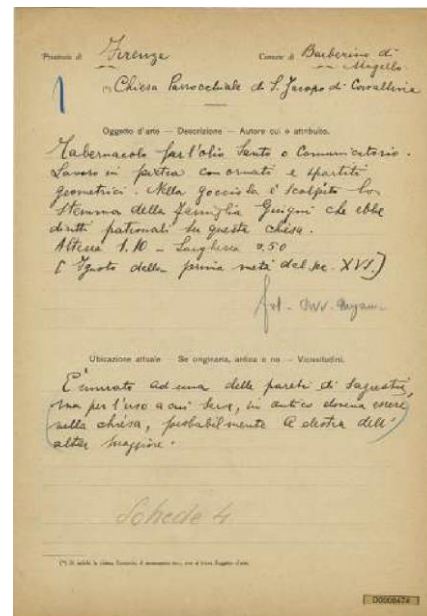
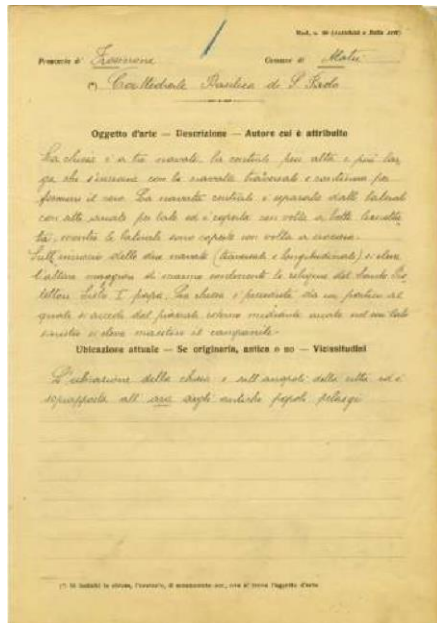




## The cataloguing sheet

1923-1927

The structure of a descriptive sheet starts to be outlined. It can be accompanied by a photographic image and it must display some basic essential informations





CD - CODICI	
TSK - Tipo scheda	PST
LIR - Livello ricerca	C
NCT - CODICE UNIVOCO	
NCTR - Codice regione	20
NCTN - Numero catalogo generale	00219465
NCTS - Suffisso numero catalogo generale	CA
ESC - Ente schedatore	UNICA
ECP - Ente competente	S10
RV - RELAZIONI	
RVE - STRUTTURA COMPLESSA	
RVEL - Livello	III
RVER - Codice bene radice	2000219465CA
OG - OGGETTO	
OGT - OGGETTO	
OGTD - Definizione	cera anatomica
OGTT - Tipologia	Testa e collo
LC - LOCALIZZAZIONE GEOGRAFICO-AMMINISTRATIVA	
PVC - LOCALIZZAZIONE GEOGRAFICO-AMMINISTRATIVA ATTUALE	
PVCS - Stato	ITALIA
PVCR - Regione	Sardegna
PVCP - Provincia	CA
PVCC - Comune	Cagliari
LDC - COLLOCAZIONE SPECIFICA	
LDCT - Tipologia	museo
LDCQ - Qualificazione	universitario
LDCN - Denominazione	Cittadella dei musei
LDCU - Denominazione spazio viabilistico	Piazza Arsenale, 1
LDCM - Denominazione raccolta	Museo Cere Anatomiche di Clemente Susini
LDCS - Specifiche	sala pentagonale
GP - GEOREFERENZIAZIONE TRAMITE PUNTO	
GPL - Tipo di localizzazione	localizzazione fisica
GPD - DESCRIZIONE DEL PUNTO	
GPD - PUNTO	
GDPX - Coordinata X	1510096
GDPY - Coordinata Y	4341478
GPM - Metodo di georeferenziazione	punto approssimato
GPT - Tecnica di georeferenziazione	rilievo da cartografia senza sopralluogo
GPP - Proiezione e Sistema di riferimento	GAUSS-BOAGA Ovest
GPB - BASE DI RIFERIMENTO	
GPBB - Descrizione sintetica	CTR Sardegna 1:10000
GPBT - Data	1998

## The cataloguing sheet

- The system of regulations issued by ICCD creates specific rules for the different categories of heritage that follow the same uniform and coherent logic

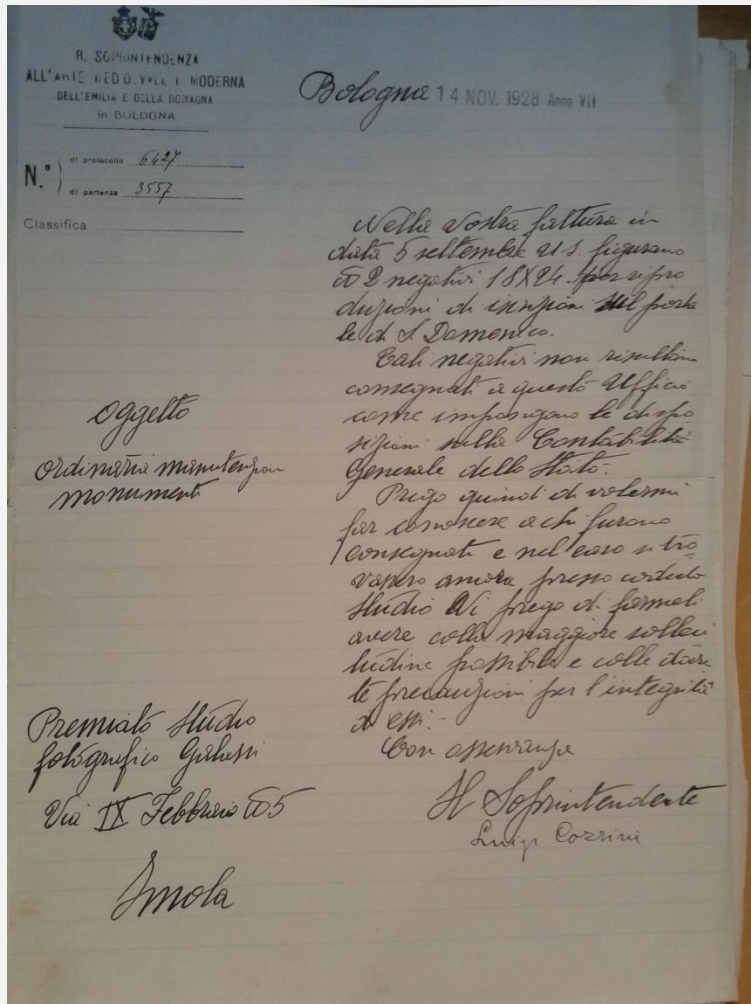
- Every sheet follows the same structural layout divided into paragraphs, structured fields, simple fields and subfields



The cataloguing sheet includes

- **Descriptive and technical information** which underline and define the cultural value of the property
- **Geographic information** which relates the property to the territory
- **Documental information**  
Records which integrate the understanding of the property





## Sources and documents

bibliographic

archival

graphic

direct testimony (oral communication)

audio and video documents





## Research level

Indicates the level of investigation that was carried out during the cataloguing process

- I – inventory
- P – pre-catalogue
- C – catalogue
- The minimum descriptive standard requires some mandatory fields to be compiled



## Terminological instruments: the vocabulary

They represent for each regulation the totality of terms permitted for the compilation of fields and subfields

- **Open:** the addition of new terms is permitted
- **Closed:** the totality of terms given are the only terms admitted







## Compiling regulations

- **Repeatability** (when more elements are provided for the same information)
- **Dimensions** (length of the fields)
- **Absolute obligation** (when the field must be compiled)
- **Context obligation** (depending on the research level)





## Purpose of cataloguing

- Identify and know the cultural heritage
- Document and organize the collected information according to precise criteria and common standards
- Constitute a preliminary basis of knowledge for future protection interventions





## The activity of Cataloguing

- Entrusted to local institutions according to local areas of competence
- Divided into heritage categories
- Employs computer technologies: alphanumeric paths and digital images







## Role of technology

The circulation of cultural information requires the use of technology, to transmit the information. Yet, the starting point of acquiring knowledge must be an actual understanding, supported and promoted by technology.





## Photography

In 1999 becomes subject of protection

The intrinsic value of photography is recognised as:

- Documental SOURCE (use)
- Cultural HERITAGE (materiality)





Importance of the **cataloguing project** as an essential methodological stage for a correct organization of cataloguing.

In the event of cataloguing the complex properties, it is necessary to choose the descriptive criteria to be employed in the catalogue sheet, related to the various levels of deepening

