

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

FF-cataloguing sheet for
photographic heritage

The cataloguing sheet «FF - fondi fotografici» (photographic funds) is processed within ICCD (Istituto Centrale del Catalogo e Documentazione – Central Institute for Cataloguing and Documentation) starting from 2004, and is officially published in February 2016 (version 4.0).

Its final purpose is to map and register the photographic heritage present on Italian soil.

The main use of this cataloguing model is the detection and creation of **COMPILATIONS**: objects which are the result of aggregations but are considered as **UNITS**



The study and treatment of a photographic fund presents challenges of greater **interpretative complexity** compared to the description of a single property.

It is, in fact, composed by a totality of individual photographic and non-photographic objects, which are bound by a common intent.

A body, therefore, which is composed and characterized through the gathering of several homogeneous or heterogeneous units **whose material and conceptual complexity constitute the cultural heritage**





The cataloguing sheet describes the specific value of the object **FUND**, and analyzes the complexity of the heritage

morphology

internal composition

structure's hierarchy

stratigraphy

relations

authorities/responsibilities on various levels



The FF cataloguing sheet is composed by a **layout** of paragraphs, fields and subfields, within which you can insert the descriptive and informative data.

Fields and subfields may be repeated so as to insert all the necessary information in a systematic manner.

The completion of the cataloguing sheet foresees the use of **controlled vocabulary** to favor the homogeneity of data.

There are three **levels of deepening**: “I-Inventory” level, “P-Precatalogue” level, “C-Catalogue” level.



The first paragraph, «**CULTURAL PROPERTY**», contains the information necessary to identify the property being catalogued.

As a first step we must define the object of our fact-finding survey:

The field **DEFINITION** identifies the property which is object of cataloguing, based upon the characteristics which determine it as a whole and which are peculiar when observing its composition, preservation and sedimentation (or accumulation).

Archive/ Collection/ Compilation / Cluster/ Photo-library/ Slide library/Fund Complex





ARCHIVE

Organic set of photo-types, with or without attached documents, which is formed and/or sedimented, and used by a specific person, family, or body **while carrying out their personal, professional, family, or institutional activities.**



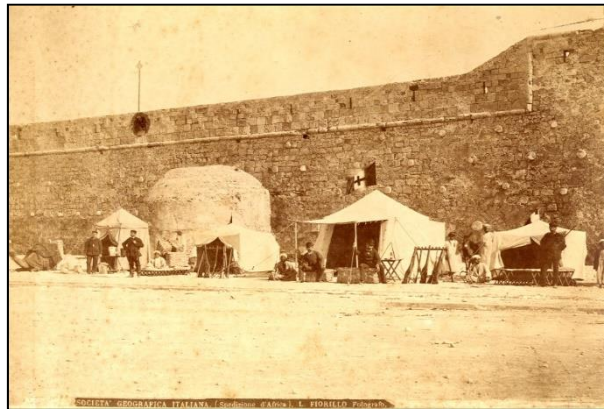


COLLECTION

Organic set of photo-types, with or without attached documents, with information gathered through a selective historical-photographical, artistic, iconographic, or typological project which is closely related to a person or a producing body's intention, and has been created in a defined time frame.

It stands out for its accurate planning and for its focus on a precise typology or subject.





COMPILATION

Less intention and selective precision when compared to a collection. There is more «randomness» in the storage, preservation and «heterogeneity» (morphologic, historic, thematic, ecc.) of the material.





PHOTO-LIBRARY

Composed by material which has been sedimented and preserved for various cultural motivations, for the most part thematic.

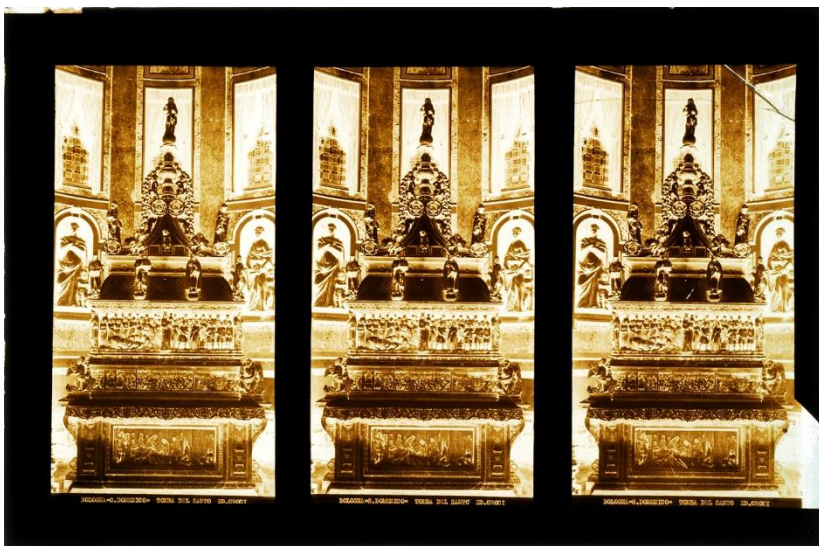
It is also common to interpret a photo-library as an internal «service» to an institute. The bond between objects is in some ways more «external» to their history and nature, and the same for their arrangement.





FUND COMPLEX

Constituted by a plurality of funds which present genetic or institutional ties, or which, at some point during their sedimentation were preserved by the same subject.



<input type="checkbox"/>		raccolta, personale
<input type="checkbox"/>		collezione, amatoriale
<input type="checkbox"/>		fototeca, professionale
<input type="checkbox"/>		archivio, amatoriale
<input type="checkbox"/>		archivio, professionale



The definition is followed by a **typological specification** of the fund.

These characteristics, more than others, define the nature of sedimentation related to the producing subject's activity, and therefore specify the reasons for the fund's creation.

corporate/ family/ institutional/
personal/ professional...



CULTURAL PROPERTY

Consistency/composition

Free text field providing a physical and quantitative description, a brief description of the heterogeneous materials related to the fund.

Order/Arrangement

Indication of the sorting methods, which can also be mixed as it consists of the coexistence of several arrangements



CULTURAL PROPERTY

Cataloguing Treatment

Simple property – property considered unitary and not decomposable, described through a single cataloguing sheet («scheda unica», or single cataloguing sheet)

Complex property – property defined in a unique manner, but decomposable into several parts, each with its own specific characteristics («scheda di insieme», or group cataloguing sheet)



PARTITIONS

Borrowed from the archival experience, although with a more logical, than strictly hierarchical connotation.

Role of Cataloguer:

- critical analysis of the property aimed at identifying elements of connection and undiscovered ties between the fund's components

- Identify in the partition a homogeneous, structured, and recognizable nucleus





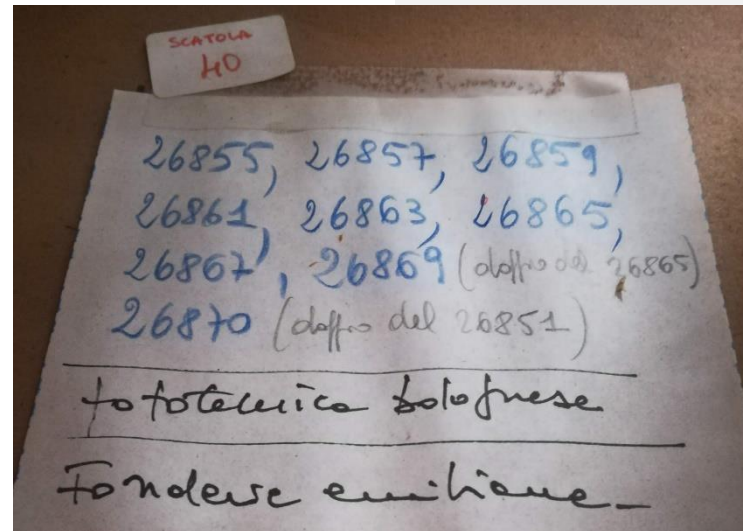
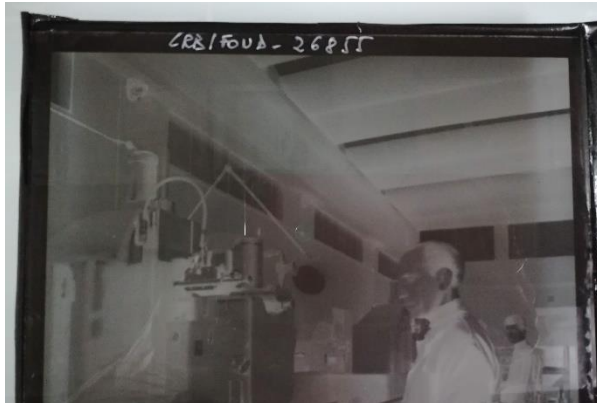
Archive «Fototeca Bolognese»



FF-cataloguing sheet for photographic heritage

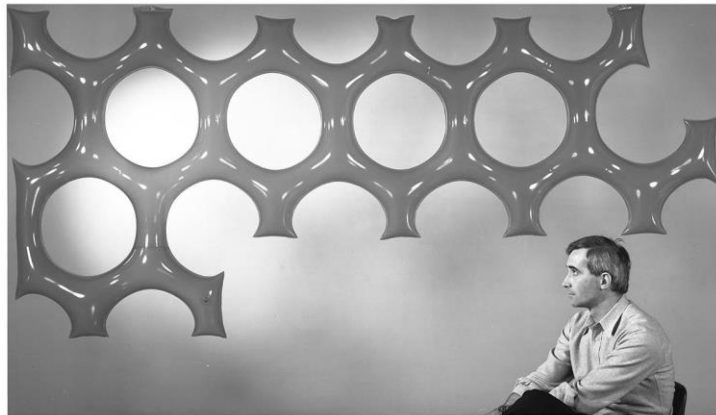


«Varignana» Partition





Art Partition

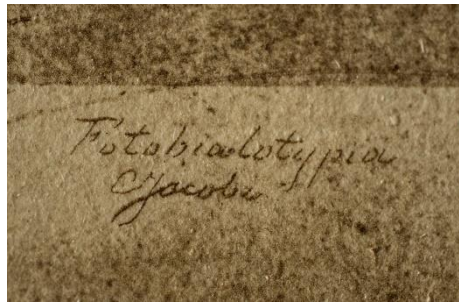
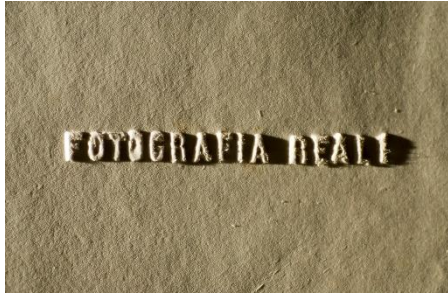


PRODUCTION

Producing subject (producer): responsible for production, sedimentation, and original preservation of the fund

Preserving subject (preserver) : holder, custodian, preserver, and proprietor of the fund, who has the responsibility of preserving and enhancing the value of the fund





CULTURAL DEFINITION

This paragraph indicates the personal and identifying data related to the different people or bodies that have contributed to the creative and/or intellectual content of the photographs contained in the fund which is being catalogued



SUBJECT

Paragraph which describes the **semantic content of the fund** and the pivotal point to access the research .

Subject heading must represent the **content through a brief and precise description**

For the construction of subject strings we require
lexicon: list of terms that is functional to terminology control

syntax: determination of the order in which the terms are quoted



SUBJECT

SGTI – Identification

Recognition of conceptual contents and translation into linguistic expression

required and repetitive field

SGTD – Subject Information

Free text answer, brief description– in the form of an abstract – of the entire conceptual content of the fund

Rules to govern semantics become necessary, meaning the creation of terms, of their hierarchies and of their relations, as well as rules to govern syntax, like the formulation of the subject string. The two aspects are closely connected and contribute to form an indexing language.



ANALYTICAL DATA

Critical historical news and archival events

The field has a free text answer, and is devoted to the critical historical context of the fund, and other useful information to reconstruct its history: regarding its origin, its evolution and the events related to the production of the fund. Eventually, it will be possible to summarize the changes of ownership and the interventions that have defined its structure and its arrangement.

Intervention methodologies for cataloguing and digitization

It describes the methods of intervention adopted on cataloguing after the recognition and study phases of the fund, as well as the previous interventions, sometimes partial, related to specific projects.





CHRONOLOGY

The «dating of a fund» means the **chronology of its establishment, sedimentation and preservation** not the chronology of the materials stored in it

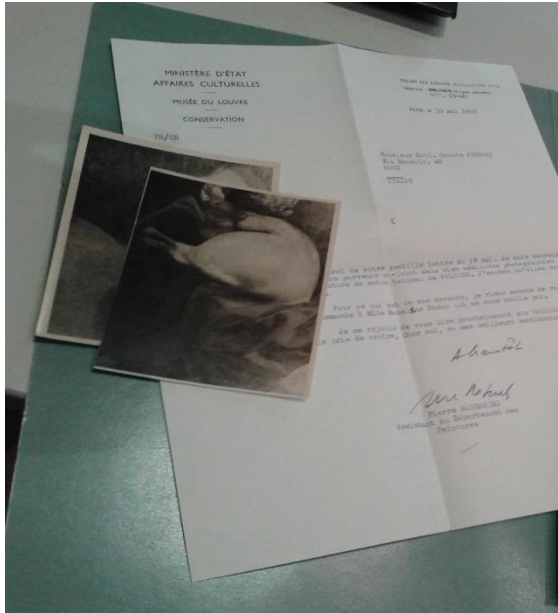




PRESERVATION AND INTERVENTION

- information on the preservative status of the fund also in relation to partitions or component segments
- place to report the integrity/legibility of fund
- information relating to preservative operations carried out or to be carried out, reporting of interventions





Preservation and Interventions

- information relating to preservative operations carried out or to be carried out, reporting of interventions



Planning dimension of a cataloguing sheet

can be considered the basis for

- **subsequent cataloguing interventions**, analytical treatment of individual component objects
- planning of **preservative interventions** for the management of materials according to norms



Dynamic dimension of a cataloguing sheet

starting point for an exhaustive description that favors the deepening and knowledge of the fund, its content and the context of its production

subject to **interventions, changes, and revisions**, in the light of new fact-finding elements that can contribute to the integration of its content

