

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

**Standard for acquisition and
management of
KNOWLEDGE CONCERNING
ARCHEOLOGICAL HERITAGE**

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(ICCD – Service for Archaeological Heritage)**

Summary of norms currently in use or under development (April 2016)

<p>DOCUMENTATION OF STRATIGRAPHIC INVESTIGATIONS</p> <p><i>Norme per la redazione della scheda del saggio stratigrafico</i> (Norm for compilation of the stratigraphic record sheet), edited by Franca Parise Badoni and Maria Ruggeri Giove, Rome, 1984</p> <p>http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/103</p>	<p>The methodological approach is still valid.</p> <p>The SAS catalogue sheet for documentation of stratigraphic investigations has since been updated to ICCD version 3.00 (see below, "Catalogue sheets").</p> <p>The TMA catalogue sheet for documentation of lots of material has also been updated to ICCD version 3.00 (see below, "Catalogue sheets").</p> <p>The ICCD is currently preparing a Stratigraphic Unit record sheet (see below, "Detailed study norms").</p>
<p>CATALOGUING OF ARCHAEOLOGICAL PROPERTIES</p> <p>Catalogue sheets: These are norms that provide for the organised collection of data on cultural properties (descriptive, technical, geographic, bibliographic, etc.). Each compiled sheet is assigned a unique "NCT" code, identifying the cultural property at the national level. The NCT codes are the basis for management of the entire <i>Cataloguing System</i>.</p> <p>The ICCD has issued a series of cataloguing norms for the different types of properties, organised under the various disciplinary sectors (see box to the right).</p> <p>For each norm, at the web links indicated, there are Excel files showing the data structure, as well as</p>	<p>Catalogue sheets for Immovable archaeological properties (version 3.00, currently in use) and their areas of application</p> <ul style="list-style-type: none"> • CA - Archaeological complexes: Monumental complexes consisting of more than one structural unit (settlements, fortified centres, sanctuaries, bath complexes, etc.), for cataloguing regardless of their state of conservation. http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/37 • MA - Archaeological monuments: Individual structural units (tower, domus, temple, etc.), for cataloguing regardless of the state of conservation. http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/38 • SAS - Stratigraphic investigations: Stratigraphic sequences exposed in archaeological contexts. http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/39 • SI - Archaeological sites: Territorial areas containing archeological remains. http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/40

<p>with additional documents explaining the structure, the norms for compilation and the main terminological instruments.</p>	<p>Catalogue sheets for movable archaeological properties - (version 3.00, currently in use) and their areas of application</p> <ul style="list-style-type: none"> • AT - <i>Anthropological materials</i> Biological materials in archaeological and palaeontological contexts http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/1 • NU - Numismatic properties Coins and other numismatic materials (pre- and para-monetary items, seals, medals, coinage punches, dies and balances). http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/18 • RA - <i>Archaeological materials</i>: Movable objects from archaeological contexts (jewels and jewelry, clothing, tapestries, architectural elements, painted works, archaeobotanical and archaeozoological materials, sculpture, tools, objects of daily use, etc.). http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/4 • TMA – <i>Table of archaeological materials</i>: Lots of materials from archaeological contexts. http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/5
<p>Authority files: Norms for the acquisition of information concerning the entities (e.g. <u>Authors</u>, <u>Bibliographic references</u>) and events (e.g. <u>Archeological excavations</u>, <u>Archaeological surveys</u>) related to the <u>cultural property</u>. The authority files serve as national references for the normalization of data in the entire cataloguing process.</p>	<p>Authority files for archaeological properties (version 3.00, currently in use)</p> <ul style="list-style-type: none"> • DSC - Archeological excavations http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/59 • RCG - Archaeological surveys http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/60
<p>DETAILED STUDY NORMS Cataloguing norms for use in description of specialist aspects, to be attached to the catalogue sheets (formal, technical, content aspects, etc.).</p>	<p>In preparaton:</p> <ul style="list-style-type: none"> • EP - Norm for epigraphic documents • TM - Norm for wall-construction types http://www.iccd.beniculturali.it/index.php?it/427/progetto-tecniche-murarie-criteri-di-descrizione-delle-tecniche-murarie-storiche

	<ul style="list-style-type: none"> • US, USM, USR - Norms for stratigraphic units
<p>CENSUSES AND NOTE-TAKING</p>	<p>MODI - <i>Notation form</i> Norm for simplified data acquisition (http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/105), definito per attività di censimento and preparatory information-gathering prior to cataloguing The data recorded in the MODI can later be transferred to the different types of catalogue sheets.</p> <p>Application in archaeological contexts:</p> <ul style="list-style-type: none"> - Impact-assessment and salvage archaeology (see Circular 10, Directorate General for Archaeology, 2012, http://www.archeologia.beniculturali.it/index.php?it/184/archeologia-preventiva and the Guidelines decree currently in preparation). - heritage inventories; - organisation of lots of materials; - application of radio-frequency IC (RFID); - preliminary recording of materials in contracted excavations; - data exchanges between the National Numismatics Portal and SIGECweb (http://www.numismaticadellostato.it/)
<p>TERMINOLOGICAL INSTRUMENTS</p>	<p>Some of the more important instruments include:</p> <ul style="list-style-type: none"> • Thesaurus for the definition of movable archaeological materials http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/74 • Thesaurus for the definition of archaeological artefacts http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici/Standard/78 <p>In preparaton:</p> <ul style="list-style-type: none"> • Vocabulary for the compilation of the MTC (Materials and techniques) field of the RA catalogue sheet; • Thesaurus for the definition of archaeological complexes and monuments (CA and MA catalogue sheets).

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Regarding production and management of photographic and multimedia documentation in support of cataloguing, see:

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

For the ICCD norms on data structuring and transfer, see:

[HTTP://WWW.ICCD.BENICULTURALI.IT/INDEX.PHP?IT/489/NORMATIVE-PER-IL-TRASFERIMENTO-DEI-DATI](http://www.iccd.beniculturali.it/index.php?it/489/normative-per-il-trasferimento-dei-dati)