### **International Training Project 2018**



 Methodologies for cataloguing cultural heritage

 Computerized cataloguing and multimedia documentation Central Institute for Cataloguing and Documentation

## What is ICCD? Understanding the acronym

Istituto Centrale per il Catalogo e la Documentazione (Central Institute for Cataloguing and Documentation)

It is one of 7 National Central Institutes of the Ministry for Cultural Heritage and Activities, depending on the "Direzione generale Educazione e Ricerca", according to the DPCM n. 171/2014

The aim of the Institute is to develop new systems and methods to better know and record the Italian cultural heritage.

### When was ICCD born?

It was born in **1975**, with the foundation of Ministry for Cultural Heritage and Activities, and it gathers **two agencies**, with different origins and history, but with the same purpose of better **knowing the cultural heritage**:

- •Catalogue Office, born in 1969 within the Ministry of Instruction to define cataloguing methodology and to coordinate activities of technical staff.
- •National Photographic Cabinet, founded in 1895 as main National Institute for production and collection of photographic documentation, incorporating in 1959, as its section, the National Aerial-Photo Library.

### **ICCD COMPETENCIES**

Cultural heritage catalogue

Cultural heritage digitization

**Photography** 

**Education and research** 

## WHICH ARE CULTURAL PROPERTIES IN ITALY?

We can subdivide them in 3 categories: movable, immovable, intangible

They are gathered into **areas of study**: archaeological, architectonical and landscape, historical and artistic, demo-ethno-anthropological, photographic, musical, natural, numismatic, scientific and technological

## WHEN IS CATALOGUE WORK GOING TO FINISH?

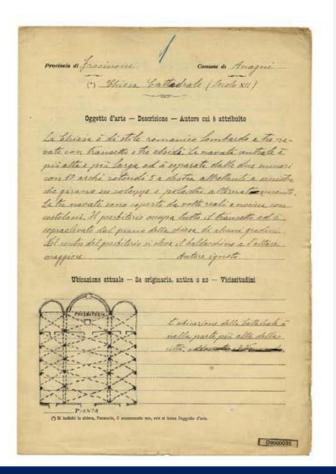
The catalogue is continuously evolving, because the heritage is continuously increasing.

Every generation **devises** its memories and its identity to the future generations.

The concept of cultural property includes new categories of properties.

# Catalogue: where we started

### **STARTING MODEL**



### Catalogue as work tool

The heritage was a **defined and containable world:** monuments, excavations, galleries, gardens, parks (cf. L. 1089/39 for "objects of art" and L. 1497/39 "natural beauty", both identifying few types of cultural heritage).

Every work on cultural heritage was conducted thanks to **state initiative**. Archival systems were paper-based (card indexes and photo libraries).

The **development of the central Archive** was undertaken by a short hierarchical chain ("Direzione generale" – "Soprintendenze").

Users were known, identified in few social categories.

Catalogue sheet was standardised but not structured, and only few elements were required to qualify a cultural property, with the aim of carrying out protection interventions.

# Catalogue: current situation

**ESTABLISHED MODEL** 



### A Catalogue on the territory

With the administrative decentralization of the 70's, developed in 2001 with the Constitutional amendment, cataloguing became an activity managed by Regions, and not only by the State.

The art. 17 of the "Codice dei beni culturali e del paesaggio" establishes that the catalogue has to be increased by the territory; that the Ministry and the Regions coordinate the development of common methodologies for collecting, exchanging, accessing and elaborating data; the Code also required data exchange between databases managed by State, Regions and other public authorities or non-profit organisations which have to catalogue their cultural properties.

### **CULTURAL HERITAGE CATALOGUE: ICCD activities**

**DEFINING NATIONAL STANDARDS** 

Tools and rules for a uniform cataloguing in the whole national territory.

**ASSIGNING CATALOGUE NUMBERS** 

It is an eight-digit number assigned to each catalogue sheet, structured on a region-based sequence.

STIPULATING AGREEMENT WITH CATALOGUING AGENCIES

Cataloguing agencies are not only MiBAC Autorities, but also Regions, universities, public authorities and private organisations.

**MONITORING TERRITORIAL ACTIVITIES** 

Cataloguing forecaster

**COORDIANTING NATIONAL PROJECTS** 

Grande Guerra, Pompei, Censimento parchi...

PROMOTING INTEROPERABILITY
BETWEEN COMPUTER SYSTEMS

VIR-Vincoli in rete, provincia autonoma di Trento, Civil Protection, Tavola Valdese, regional systems....

MANAGING THE CATALOGUE AND PROVIDING ITS PUBLIC ACCESS

Cataloguing – data production: www.sigecweb.beniculturali.it

Cataloguing – data access: www.catalogo.beniculturali.it

PUBLISHING DATA and LINKED OPEN
DATA

Publishing structured data so that it can be interlinked (Open data – LOD): <a href="mailto:dati.beniculturali.it">dati.beniculturali.it</a>

### **SIGECweb General Catalogue Information System**

SIGECweb database gathers catalogue sheets compiled on state initiative or by other designated agencies.

### SIGECweb manages:

- elaboration and updating of cataloguing norms of every categories of cultural properties
- cataloguing agency register
- catalogue number register
- national unique identifiers of cultural properties.

## SIGECweb numebrs (2018)

CATALOGUING AGENCY recorded	483
registered USERS	2.402
CATALOGUE NUMBERS	11.876.022
SHEETS IN SIGECweb	2.931.566
SHEETS IN GENERAL CATALOGUE OF CULTURAL PROPERTIES	831.114

(updating: nov. 15, 2018)

## **Catalogue sheets in SIGECweb**

Archaeological properties	397.844
Architectural and landscape heritage	65.934
Demo-ethno-anthropological heritage	54.060
Numismatic heritage	21.105
Historical and artistic heritage (included photographic heritage, natural heritage, scientific and technological heritage, music heritage)	2.188.651
Number of sheets	2.727.594

(updating: nov. 15, 2018)

### **Public access web site**

allows to search information about catalogued cultural properties, gleaning information from SIGECweb

www.catalogo.beniculturali.it



## DIGITIZATION OF CULTURAL HERITAGE: ICCD activities

The Digital Library - Cultural Properties Digitization Service, instituted by ministerial decree gen. 23 2017, n. 37, promotes and simplifies the growth of a digital ecosystem of cultural properties, thanks to competencies, rules, agreements, infrastructures and technological systems, to convert MiBAC's knowledge into knowledge for everyone.

**DEVELOPING AND CARRYING OUT THE NATIONAL PLAN FOR CULTURAL HERITAGE DIGITIZATION** 

**EXPRESSING** BINDING AND MANDATORY OPINION ABOUT EVERY DIGITIZATION INITIATIVE PROPOSED BY MIBAC

VERIFYING DIGITIZATION PROJECTS STATUS CARRIED OUT BY MIBAC OFFICES AND MONITORING THE AMOUNT OF AVAILABLE DIGITAL RESOURCES

COORDINATING TECHNICAL MEETING WITH OFFICIALS IN CHARGE FROM MIBAC AGENCIES, TO DEVELOP AND CARRY OUT THE NATIONAL PLAN FOR CULTURAL HERITAGE DIGITIZATION

SUPPORTING MIBACT OFFICES AND WRITING AGREEMENTS TO REALIZE CULTURAL HERITAGE DIGITIZATION PROJECTS, IN PARTNERSHIP WITH OTHER PUBLIC AGENCIES OR PRIVATE ORGANISATIONS.

### **PHOTOGRAPHY: ICCD activities**

**PROTECTION** PREVENTIVE CONSERVATION

**RESTORING INTERVENTIONS** 

INVENTORY AND CATALOGUING

PHOTO CAMPAIGN

**USAGE** CONSULTATION

**SEARCH AID** 

**IMAGE SALE** 

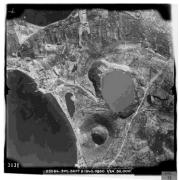
**EXHIBITIONS' PROGRAM** 

**PROMOTION** MEETINGS/DEBATES

**EDUCATIONAL INITIATIVES** 







## **ICCD Photography archive: numbers**

➤ National Photographic Cabinet Archive
about 314.000 negatives and positives, from photographic
campaigns of the National Photographic Cabinet from 1895 to
2005.

➤ Ministry of Public Instruction Archive: about 200.000 positives from "Direzione generale antichità e belle arti", gathered from 1870 to 1975.

#### > Funds and collections

**90 collections** acquired from collectors, institutions and photographer, amounting to about **700.000 units** (positives and negatives).

## ➤ National Aerial-photo Library

aerial photos collection, over **2.000.000** images acquired from **1954 until today**, from public agencies and private organisations/citizens

## Digital photographic archive

The digital photographic archive is a **integrated tool** to manage, protect and promote the photographic heritage of the Institute.

**Image digitization** allows the correct preservation of original materials and improves their promotion through their on-line access.

Currently the digital archive has about **611.000 record, 149.000** of which have digital images.

**80.000** of these are available on-line, on the site

www.fotografia.iccd.beniculturali.it

### **EDUCATION AND RESEARCH: ICCD activities**

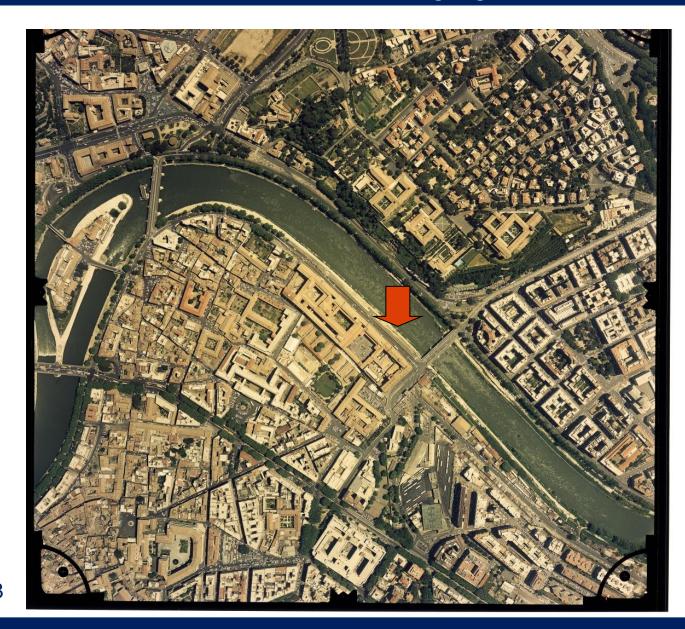
Promoting and carrying out training course on cataloguing and documentation of cultural heritage

**Collaborating** with public and private universities

**Organizing stages and internships** 

Cooperating with international agencies working on cataloguing and documentation of cultural heritage

# THE HEADQUARTERS



Roma, via di San Michele 18

## The architectural complex of San Michele a Ripa Grande

ICCD headquarters is in a part of the ancient Apostolic Hospice of San Michele a Ripa Grande, built from 1686 by the pope Innocenzo XI to host orphans. In 1693 pope Innocenzo XII Pignatelli decided to rearranged public assistance in Rome; so he created the main education-assistance institution, gathering in this place four communities of needy persons, divided by gender and age. The plan of the complex is ascribed to Carlo Fontana, but lots of extension projects were carried out for 150 years, ascribed to architects Nicola Michetti, Ferdinando Fuga, Niccolò Forti. The main facade of the building overlooked the ancient fluvial port of Ripa Grande, and when the building was finished it was 350 meters long. The most valuable artisanal handicrafts, essential for the sustenance of the communities, were: woolen mill, tapestry work, typography.

ICCD headquarters occupies the ancient "Conservatorio delle Zitelle", earmarked for orphan girls between the age of seven and eleven. The extension started in 1719 by Nicola Michetti and was completed in 1797 by Niccolò Forti, after a long disagreement with the S. Cecilia nuns, owning the soil.

With Risorgimento's revolutions and the fall of Papal State, the decline of the complex began. It was bought by the Italian State in 1969, and from 1973 the Monumental Complex was reinforced and restored. Since 1975 there are not only ICCD headquarters, but also offices and restoration labs of the Ministry.

## The Apostolic Hospice of San Michele a Ripa Grande









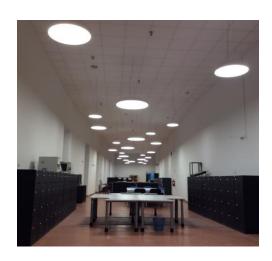
### **ICCD HEADQUARTERS**

#### NATIONAL PHOTOGRAPHIC CABINET

works on protection, usage and promotion of photographic fund and collections, stored in archives, and it promotes photographic campaigns of national cultural heritage.

#### **NATIONAL AERIAL-PHOTO LIBRARY**

works on protection, usage and promotion of photographic materials in the archive.



Reference room of photographic archives of GFN and of Aero-photo library



### **MUSEUM AND EXHIBITION HALL**

The permanent exhibition shows photographic devices and tools of the National Photographic Cabinet and of other photographic collections bought or donated throughout the years. The selection of cameras makes the exhibition unique.



There are also five rooms for temporary exhibitions, and one of them is a multi-purpose room for workshops and educational activities.





#### **SPECIAL LIBRARY**

history of photography and history of art. It collects more than **20.000 volumes**: artistic and photographic monography, periodicals about art and rare photographic periodicals of the early **19**<sup>th</sup>.

It joins the National Library Service **SBN** 

ICCD edits **publications** about its areas of competence, available on the website.









