

- Methodologies for cataloguing cultural heritage
- Computerized cataloguing and multimedia documentation

## Central Institute for Cataloguing and Documentation

## What is ICCD? Understanding the acronym

Istituto **C**entrale per il **C**atalogo e la **D**ocumentazione (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, architectural 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 Authorities, but also Regions, universities, public authorities and private organisations.

### **MONITORING TERRITORIAL ACTIVITIES**

Cataloguing forecaster

### **COORDIANATING 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](http://www.sigecweb.beniculturali.it)

Cataloguing – data access:  
[www.catalogo.beniculturali.it](http://www.catalogo.beniculturali.it)

**PUBLISHING DATA and LINKED OPEN  
DATA**

Publishing structured data so that it can be interlinked (Open data – LOD):  
[dati.beniculturali.it](http://dati.beniculturali.it)

## **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)**

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

(updating: nov. 15, 2018)

## Catalogue sheets in SIGECweb

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

(updating: nov. 15, 2018)

## Public access web site

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

[www.catalogo.beniculturali.it](http://www.catalogo.beniculturali.it)

The screenshot shows the homepage of the 'Catalogo Generale dei Beni Culturali' website. The browser address bar displays 'www.catalogo.beniculturali.it/sigecSSU\_FE/Home.action?timestamp=1540544357439'. The page features a navigation menu on the left with categories such as 'Beni culturali', 'Categorie di beni', 'Authority file', 'Luoghi di conservazione', and 'Accesso per regione'. The main content area includes a search bar, a 'Ricerca guidata' button, and a grid of cultural heritage images under the heading 'In primo piano'. On the right side, there is an 'Area personale' login section and 'Percorsi tematici' with links to specific cultural topics like 'Davide Bert, un fotografo valdese' and 'Produzioni vitree bollate'.

## **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](http://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.



## 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

ICCD library is specialised in 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.

