



Comité international pour la documentation, conseil international des musées  
International documentation committee, international council of museums

**ETHNO WORKING GROUP**

**INTERNATIONAL CORE DATA STANDARDS  
FOR ETHNOLOGY / ETHNOGRAPHY**

**SEPTEMBER 1996**

Edited by the CIDOC Ethno Working Group

Published by:

- the International Documentation Committee of the International Council of Museums
- Patras University, Greece and ICOM Hellenic National Committee - General Secretariat for the Research and Technology / Human Network for the Diffusion of the Know-how on the Documentation of the Ethnographical Objects
- Slovene Ethnographic Museum and Republic of Slovenia, Ministry of Culture

English

# INTERNATIONAL CORE DATA STANDARDS FOR ETHNOLOGY / ETHNOGRAPHY

Edited by the CIDOC Ethno Working Group

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- Slovene Ethnographic Museum and Republic of Slovenia, Ministry of Culture

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The electronic version of the *Ethno Core Data Standards* will be available very soon.

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## FOREWORD

The collections of ethnographical, ethnological and anthropological ('ethno') museums vary from country to country and from museum to museum. The documentation of ethnographical, ethnological and anthropological objects has to accommodate these local variations. Most countries have an important number of ethno museums and collections, some of which belong to governments while others are private.

Documentation is carried out in different ways in each country and very often for each ethno museum. It depends on the policy of the government or museum, where there is one. Most small museums document their collections using manual methods. They often use inventories and / or documentation sheets, with general fields incorporating free text information.

The variety of objects and the plurality of cultures makes their classification very difficult. The museums use different approaches to classify their collections, including material, use and production method. The classification systems depend on the character and the specialization of the museum. Some ethno museums have developed more complex classifications, using more than one system, such as use and material.

The terminology used to document the objects is one of the most important problems in this field. When museums use manual systems, they tend not to use controlled vocabularies. A few countries have developed controlled vocabularies or thesauri, such as France and Russia. Most ethno museums develop their own lists of keywords, which cover only their needs. The terminology for these objects has never been considered in a global way, in most countries. The translation of existing thesauri would have limited benefit, because the terminology has to take account of local variations.

In countries which do not have a central documentation policy and system, co-operation between museums is less evident. Frequently museums develop their own classification systems and lists of keywords as well as computer systems. They usually work alone or, in the best case, in co-operation with a small number of other ethno museums.

The need for information about what other museums do and how they confront documentation problems becomes more and more clear. It is also very important for museums to collaborate and receive information from museums in other countries. So, the need to develop standards to document ethno objects was evident before the creation of the CIDOC Ethno Working Group.

# 1. BACKGROUND

## 1.1 Introduction

The proposal to establish an Ethno Working Group (EWG) within the International Committee for Documentation (ICOM-CIDOC) was presented at the first *European Conference of Ethnological and Social History Museums* in February 1993 in Paris. During a round table with the theme 'Documentation - For the Public? For the Researcher? How? How much?', the unsolved questions of the basic ethnological standards and other problems in dealing with ethnological documentation were laid out from different viewpoints. The need of an improved system of ethnological standards was defined.

The idea was adopted at the 1993 CIDOC Conference in Ljubljana, Slovenia, where the inaugural meeting of the EWG took place. It was attended by thirteen CIDOC members from ten different countries in Europe and the USA, museum researchers on European as well as non-European cultures.

With the establishment of the EWG, the members decided to start work with a project to develop the *International Core Data Standards for Ethnology / Ethnography*. The future goals and a work plan were determined:

- setting and developing basic ethnological data standards, which would lead to the documentation of objects that are part of the ethnological cultural heritage
- application of the developed ethnological standards at different levels (regional, national and international) in order to facilitate and promote communication between different bodies and also to gain control over the cultural heritage
- assist museums in different countries in developing standards.

## 1.2 The Ethno Working Group Members

The following members have joined the EWG and participated in its activities:

Ciotoiu, Iuliana	Village Museum, Bucarest	Kiseleff 28, sect 1 71321 Bucharest Romania fax 40 1 222 90 68
Conrecode, Molly	North Carolina Museum of History	109 E. Jones St. Raleigh NC 27601 USA tel 919 915 02 00
Cusnir, Lucia	Folkcivilisation Museum, Sibiu	Piata Mica 11 2400 Sibiu Romania fax 40 69 21 80 60
Faramarzi, Farideh	University of Oslo	Fredriksgt. 2 0164 Oslo Norway tel 47 22 85 99 76 fax 47 22 85 99 60
Frey-Näf, Barbara	Basel Mission, Dept. Archives	Missionstr. 21 CH-4003 Basel Switzerland tel 41 61 268 83 09 fax 41 61 268 82 68
Frlan, Damodar	Etnografski muzej	Mažuranićev trg 14 41000 Zagreb Croatia tel 385 1 45 58 544 385 1 45 50 711 fax 385 1 45 50 711 e-mail Damodar.Frlan@public.srce.hr
Giannopoulou, Mimika	Centre for the Study of Traditional Pottery	Hipitou 8 GR 105 57 Athens Greece tel 30 1 325 06 78 fax 30 1 324 16 80
Grafik, Imre	Nepraszki Museum	Kossuth z. ter 12 H - 1055 Budapest Hungary tel 36 1 13 26 340 fax 36 1 11 14 616
Kahleyss, Margot dr. Kozar-Mukic, Marija	Savaria Museum	P.F. 14 9700 Szombathely Hungary fax 36 94 313 736
Krug, Martina	Staedt Museum Hann Mueden	Schlossplatz 5 D34346 Hann Mueden Germany

<b>Kwasnik, Elisabeth</b>	<b>Scottish Museums Council</b>	20/22 Torphichen St Edinburgh EH3 8JB Scotland fax 44 131 229 27 28
<b>Lamciras-Campagnolo, Maria-Olimpia</b>		Rua Goncalo Nunes 19-3c P. 1400 Lisboa Portugal
<b>Loutzaki, Irini</b>	<b>Peloponnesian Folklore Foundation</b>	Pl. Victorias 3 GR 104 34 Athens Greece fax 30 1 883 40 20
<b>Maquet-Dubois, Nadine</b>	<b>Musée de la vie Wallone</b>	Cour des Mineurs 4000 Liège Belgique tel 32 41 23 60 94 fax 32 41 21 10 35
<b>Mitchell, Roy</b>	<b>Smithsonian Institution</b>	715 Sixth St SW Washington DC 20024 USA tel 001 202 484 31 85 fax 001 202 484 31 85
<b>Murray, Anne</b>	<b>The National Museum of Ethnography</b>	P.O. Box 27 140 S-102 52 Stockholm Sweden fax 46 8 666 50 70
<b>Novak, Vlastimil</b>	<b>The Naprstek Museum</b>	1 Bethlehem Sq. 110 00 Prague 1 Czech Republic fax 422 (2)227 691
<b>Pitoclf, Pribislav</b>	<b>Musée de l'Homme</b>	17, Place du Trocadero 75116 Paris France fax 33 1 47 55 05 47
<b>Rataj, Andrzej</b>	<b>Muzeum etnograficzne Krakow</b>	Pl. Wolnica 1 Krakow Poland tel 48 12 56 28 63 fax 48 12 56 36 12
<b>Roberts, Andrew</b>	<b>Museum of London</b>	London Wall EC2Y 5HN London U.K. tel 44 171 600 36 99 fax 44 171 600 10 58 e-mail 73064.1142@compuserve.com
<b>Rovatsou, Angeliki</b>	<b>The 'Friends of Music Association', Research Programme for Thrace</b>	Anagnostopoulou 5 GR 106 73 Athens Greece tel 30 1 36 11 013 fax 30 1 36 11 013

Simikič, Alenka	Slovenski etnografski muzej	Prešernova 20 61000 Ljubljana Slovenija fax 386 61 126 40 88 e-mail Alenka.Simikic@guest.arnes.si
Soriano, Dolores	Ajuntament de Barcelona, Museu Etnologic	Pg. Sta Madrona s/n Parc Montjuic 08038 Barcelona Spain fax 34 3 423 73 64
Sosič, Barbara	Slovenski etnografski muzej	Prešernova 20 61000 Ljubljana Slovenija fax 386 61 126 49 88
Tamjärv, Maret	Estonian Open Air Museum	Vabaõhummuseumi tee 12 EE 0035 Tallin Estonia tel 372 65 60 230 fax 372 65 60 227
Theologi-Gouti, Penelope	Patras University	25 Martiou and Makedonias GR 265 00 K.Kastritsi - Patras Greece tel 30 61 997 283 fax 30 61 994 798 e-mail peny@ee.upatras.gr
Tietmeyer, Elisabeth	Museum für Völkerkunde	Arnimallee 27 14195 Berlin Germany fax 49 30 831 59 72
Vellioti, Maria		Aghias Kyriakis GR 211 00 Arta - Nafplion Greece tel 30 752 24 490
Watteyne, Damien	Patrimoine Culturel, Communauté française de Belgique	Bvd. Leopold II. 44 B-1080 Bruxelles Belgium fax 32 2 413 24 15 32 2 413 22 96



## 2. THE SURVEY

### 2.1 Questionnaire

To provide the basis for *The International Core Data Standards for Ethnology / Ethnography*, the EWG prepared a questionnaire to survey the data standards used in ethnographical, ethnological, anthropological, open air museums and other museums having these types of collections.

The preparation of the questionnaire (with English and French versions) went through different phases. It involved nearly a year of work by all the EWG members. The question of content, length and goals were discussed several times. The Questionnaire was tested before it reached its final version and was ready to be distributed and presented at the CIDOC Conference in Washington in 1994.

The questionnaire that was prepared and distributed to the National Co-ordinators is presented below.



Comité international pour la documentation, conseil international des musées  
International documentation committee, international council of museums

### ETHNO WORKING GROUP

Chair: Andrew Roberts, Cambridge

Vice Chair: Dominique Piot Morin, Paris

Secretary: Barbara Lang Rottenberg, Ottawa

Treasurer: Leonard Will, London

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Slovene Ethnographic Museum

Prešernova 20, 61000 Ljubljana, Slovenia

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## QUESTIONNAIRE

The aim of the questionnaire prepared by the CIDOC Ethno Working Group is to make a survey of the data standards used in ethnographical, ethnological, anthropological and open air museums and other museums and departments having these types of collections. The common fields will be the base for a set of core data standards which will be of great help in object information among the above mentioned museums in the future.

### 1. Museum

Name of museum .....

Address .....

Tel / fax .....

Year of foundation .....

### 2. Collections

Please record below (if possible) the types of collections (e.g. pottery, photography) held by your museums, followed by your estimate of the number of objects in each collection. How many objects are there in all of the museum's collections?

type	number

**3. Geographical aspect**

Please, describe the geographical aspect of your collections.

local.....

regional.....

national.....

Europe.....

other (please, specify).....

.....

.....

**4. Does your inventory book / register, object card or computer record contain the space for the following information:**  
 (insert only Y)

field	inventory book	object card	computer record
inventory number			
previous number			
acquisition number			
object name			
other / local name			
named collection (a name for a collection of items; e.g. Darwin collection)			
classification			
number of objects			
part code			
description			
material			
technical data			
motifs			
inscription			
form / shape			

<b>field</b>	<b>inventory book</b>	<b>object card</b>	<b>computer record</b>
dimensions			
production place			
production - person / corporate body			
production - person's ethnic group or cultural group			
production - method / technique production - date			
acquisition - place			
acquisition - person (information about the owner)			
acquisition - method			
acquisition - price			
acquisition - date			
use - place			
user			
user's social position			
user's ethnic and cultural group			
user's religion			
user's language			
function			
use			
use - date			
collection - place			
collector's name			
collection - date			
recorder			
recording - date			
researcher's name (a person who researches an entity)			
location / storage			
condition			

field	inventory book	object card	computer record
conservation			
documentation (bibliography, etc.)			
photography			
drawing			
loan - in			
loan - out			
other (specify)			
notes			

*Acquisition - information about the acquisition of the item by the museum*

*Collection - information about the collection of the item in the field*

Please, enclose the copies of object card, page of inventory / register book, computer record printout and their translation in English or French.

5. Please describe the field names you use most frequently (from the examples above) in your documentation process. Write also the term of the field name in your language.

e.g. field / 'object name'

term in your language / 'ime predmeta'

definition of the field / 'a common name for an item'

### **Inventory number**

term in your language and in Latin alphabet .....

definition in English or French .....

### **Previous number**

term in your language and in Latin alphabet .....

definition in English or French .....

### **Acquisition number**

term in your language and in Latin alphabet .....

definition in English or French .....

### **Object name**

term in your language and in Latin alphabet .....

definition in English or French .....

### **Other / Local name**

term in your language and in Latin alphabet .....

definition in English or French .....

**Named collection** (*a name for a collection of items; e.g. Darwin Collection*)

term in your language and in Latin alphabet .....

definition in English or French .....

**Classification**

term in your language and in Latin alphabet .....

definition in English or French .....

**Number of objects**

term in your language and in Latin alphabet .....

definition in English or French .....

**Part code**

term in your language and in Latin alphabet .....

definition in English or French .....

**Description**

term in your language and in Latin alphabet .....

definition in English or French .....

**Material**

term in your language and in Latin alphabet .....

definition in English or French .....

**Technical data**

term in your language and in Latin alphabet .....

definition in English or French .....

**Motifs**

term in your language and in Latin alphabet .....

definition in English or French .....

**Inscriptions**

term in your language and in Latin alphabet .....

definition in English or French .....

**Form / shape**

term in your language and in Latin alphabet .....

definition in English or French .....

**Dimensions**

term in your language and in Latin alphabet .....

definition in English or French .....

**Production place**

term in your language and in Latin alphabet .....

definition in English or French .....

**Production - person / corporate body**

term in your language and in Latin alphabet .....

definition in English or French .....

**Production - person's ethnic or cultural group**

term in your language and in Latin alphabet .....

definition in English or French .....

**Production - method / technique**

term in your language and in Latin alphabet .....

definition in English or French .....

**Production - date**

term in your language and in Latin alphabet .....

definition in English or French .....

**Acquisition - place**

term in your language and in Latin alphabet .....

definition in English or French .....

**Acquisition - person (*information about the owner*)**

term in your language and in Latin alphabet .....

definition in English or French .....

**Acquisition - method**

term in your language and in Latin alphabet .....

definition in English or French .....

**Acquisition - price**

term in your language and in Latin alphabet .....

definition in English or French .....

**Acquisition - date**

term in your language and in Latin alphabet .....

definition in English or French .....

**Use - place**

term in your language and in Latin alphabet .....

definition in English or French .....

**User**

term in your language and in Latin alphabet .....

definition in English or French .....

**User's social position**

term in your language and in Latin alphabet .....

definition in English or French .....

**User's ethnic and cultural group**

term in your language and in Latin alphabet .....

definition in English or French .....

**User's religion**

term in your language and in Latin alphabet .....

definition in English or French .....

**User's language**

term in your language and in Latin alphabet .....

definition in English or French .....

**Function**

term in your language and in Latin alphabet .....

definition in English or French .....

**Use**

term in your language and in Latin alphabet .....

definition in English or French .....

**Use - date**

term in your language and in Latin alphabet .....

definition in English or French .....

**Collection - place**

term in your language and in Latin alphabet .....

definition in English or French .....

**Collector's name**

term in your language and in Latin alphabet .....

definition in English or French .....

**Collection - date**

term in your language and in Latin alphabet .....

definition in English or French .....

**Recorder**

term in your language and in Latin alphabet .....

definition in English or French .....

**Recording - date**

term in your language and in Latin alphabet .....

definition in English or French .....

**Researcher's name (*a person who researches an entity*)**

term in your language and in Latin alphabet .....

definition in English or French .....

**Location / storage**

term in your language and in Latin alphabet .....

definition in English or French .....

**Condition**

term in your language and in Latin alphabet .....

definition in English or French .....

**Conservation**

term in your language and in Latin alphabet .....

definition in English or French .....

**Documentation (*bibliography, etc.*)**

term in your language and in Latin alphabet .....

definition in English or French .....



**Photography**

term in your language and in Latin alphabet .....

definition in English or French .....

**Drawing**

term in your language and in Latin alphabet .....

definition in English or French .....

**Loan - in**

term in your language and in Latin alphabet .....

definition in English or French .....

**Loan - out**

term in your language and in Latin alphabet .....

definition in English or French .....

**Other (*specify*)**

term in your language and in Latin alphabet .....

definition in English or French .....

**Notes**

term in your language and in Latin alphabet .....

definition in English or French .....

**6. Have you developed your own system to classify objects or do you use one of the published systems? (If published, please record its name.)**

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**7. To identify you, please answer the following:**

**Print your**

**Name:** .....

**Position:** .....

**Telephone:** .....

**Institution**

**Name:** .....

**Street:** .....

**City/District/State:** .....

**Country:** .....

**Signature:** .....

**Date:** .....

**Thank you for your collaboration to ICOM. Please, send this completed form to:**

**National Co-ordinator Name, Address, Phone and fax Here**

.....  
.....  
.....  
.....  
.....

A report on Ethno Data Standards will be printed and available through CIDOC when the analysis of this survey will be completed.

**2.2 National Co-ordinators for the Survey**

The main topic discussed during the CIDOC Conference in Washington was how to distribute the Questionnaire prepared by the EWG. It was decided to try to find National Co-ordinators to survey the data standards used for documenting ethnographical, ethnological and anthropological objects in their countries. The National Co-ordinators were found by:

- making contacts during the Conference with people from Russia, India, Papua New Guinea and Latin America who were not EWG members but were interested in our activities
- inviting EWG members to become National Co-ordinators or to find a National Co-ordinator
- making contacts with the members of the European Ethnological Museum Network and trying to find National Co-ordinators through them
- writing to the Chairs of all the ICOM National Committees, asking them for assistance to find the National Co-ordinators for the survey.

**The tasks of the National Co-ordinators were:**

- translate the questionnaire (if needed) and distribute it to selected ethnographical, ethnological, anthropological and open-air museums
- collect the answers
- fill out a Report Form summarising the answers to the national survey.

Twenty six persons agreed to be National Co-ordinators, although only nineteen of these have completed a National Report. The National Co-ordinators are the following:

Belgium	Nadine Maquet Musée de la vie Wallone Cour des Mineurs 4000 Liège
Botswana	Michael Taylor National Museum Monuments and Art Gallery P.Bag 00114 Gaborone
Bulgaria	Mila Santova Académie bulgare des sciences Bl. acad. G.Bonchev, 6 1113 Sofia
Costa Rica	Helga M. / Ocampo B. Museo Nacional de Costa Rica Apartado 749-1000 San Jose
Croatia	Damodar Frlan Etnografski Muzej Mažurani ev trg 14 41000 Zagreb
Cyprus	E. Egomenidou Ministry of Communications and Works, Department of Antiquities Museumstr. 1, P.O. Box 2024 Nicosia
Czech Republic	Josef Kanderl The Naprstek Museum 1, Bethleem Sq. 11000 Prague 1
Denmark	Lene Rold Nationalmusset Ny Vestergade 11 1471 Copenhagen
Egypt	Kamilia el Mansouri Supreme Council of Antiquities Ad Fakhri Abdel Nor Abasseya Square Cairo
Estonia	Marci Tamjärv Estonian Open Air Museum Vabaõhmuuseumi tee 12 EE 0035 Tallin
Former Yugoslav Republic of Macedonia	Petar Namičev Museum of Macedonia, Ethnological Department Čučiska b.b. 91000 Skopje

Gambia	<p>Abdoulie Baiyo  National Council for Arts and Culture  Independence dr. P.M.B.151  Banjul</p>
Greece	<p>Penelope Theologi-Gouti  Patras University  25 Martiou and Makedonias  GR 265 00 K.Kastritsi - Patras</p>
Hungary	<p>Olah Gyula  Neprajzi Muzeum  Kossuth 2 ter 12  H 1055 Budapest</p>
India	<p>Sujit Som  National Museum of Man  P.O. Box 2  Shyamia Hills</p>
Ireland	<p>Ann Odowd  National Museum of Ireland  Kindare str.  Dublin 2</p>
Isle of Man	<p>Harry Robinson  Manx National Heritage  Manx Museum  Douglas</p>
Israel	<p>Rivka Gonen  The Israel Museum  P.O.Box 7117  Jerusalem, 91710</p>
Madagascar	<p>Guy Rakotovao  Musée d'art et d'archéologie  17, rue du Docteur Villette  B.P. 564 Antananarivo</p>
Poland	<p>Andrzej Rataj  Muzeum Etnograficzne  Pl. Wolnica  Krakow</p>
Romania	<p>Iuliana Ciotoiu  Village Museum  Kiseleff 28, sect. 1  71321 Bucarest</p>
Russia	<p>Irena Hurgina  Russian Ethnographic Museum  4/1 Ingenernaia str.  19011 Saint Petersburg</p>

Slovak Republic	Jana Bumbalova Slovak National Museum, Museum of Ethnology Martin Mala Hora 2 Martin
Slovenia	Alenka Simikič / Barbara Sosič Slovenski etnografski muzej Prešernova 20 61000 Ljubljana
Spain	Dolores Soriano Ajuntament de Barcelona, Museu Etnologic Pg. Sta Madrona, s/n Parc Montjuic 08038 Barcelona
Switzerland	Christophe Gros Musée d'ethnographie de Genève 65 - 67, Bd Carl Voggt 1205 Genève
Thailand	Mongkol Samransuk Bangkok National Museum Na Phrathat Rd. 10200 Bangkok
United Republic of Tanzania	William Bongo National Museum of Tanzania P.O. Box 511 Dar-El Salaam
United Kingdom (Wales)	Christine Stevens Welsh Folk Museum St Fagans Cardiff
(N. Ireland)	Orla Russel Ulster Folk and Transport Museum Cultra Hollywood Co Down BT 18 OEV
Zambia	Mungoni Sitali The Livingstone Museum P.O. Box 60498 Livingstone

### 2.3 The Survey Analysis

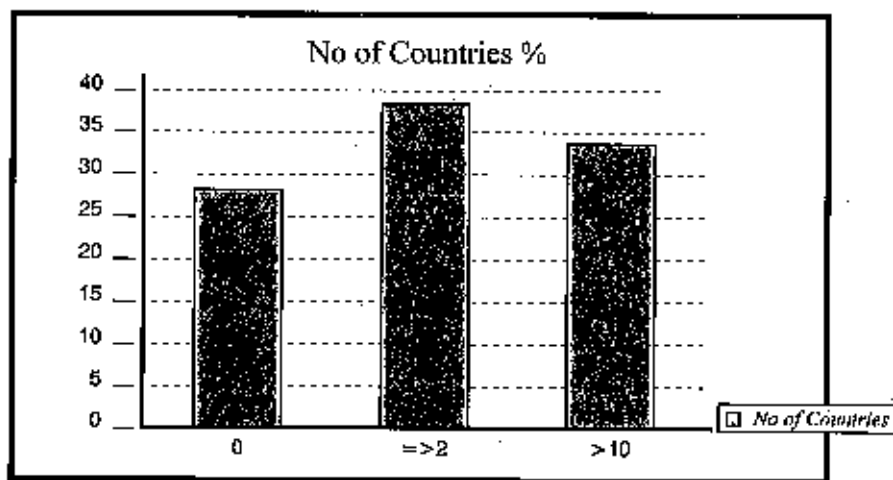
The Questionnaire was distributed to the National Co-ordinators after the CIDOC Conference in Washington in August 1994. The EWG Board waited until spring 1995 for the National Reports which were then analysed.

The Reports analysis gave the following results:

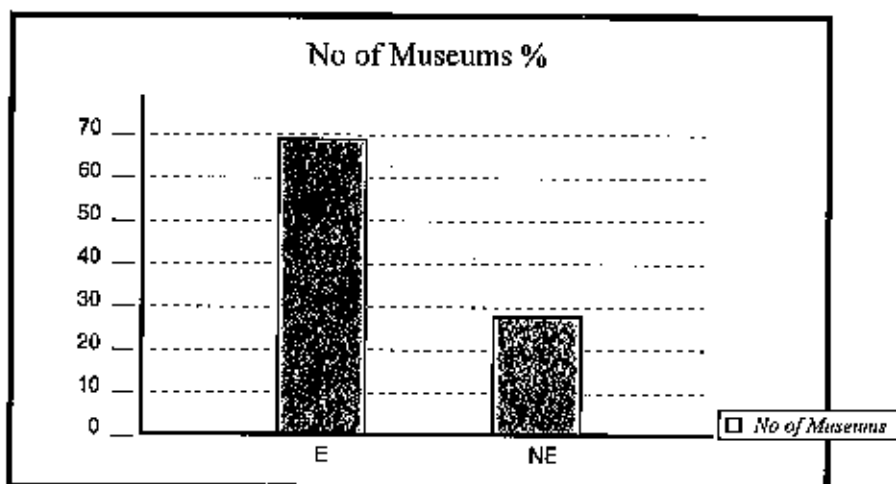
1.a The countries that participated to the survey of data standards used in ethnographical, ethnological, anthropological open-air museums and other museums and departments having these types of collections are:

- |  |                                 |
|--|---------------------------------|
| 1. Belgium                               | 10. Ireland                     |
| 2. Botswana                              | 11. Isle of Man                 |
| 3. Bulgaria                              | 12. Israel                      |
| 4. Cyprus                                | 13. Romania                     |
| 5. Denmark                               | 14. Russia                      |
| 6. Estonia                               | 15. Slovenia                    |
| 7. Former Yugoslav Republic of Macedonia | 16. Spain                       |
| 8. Gambia                                | 17. United Republic of Tanzania |
| 9. Greece                                | 18. United Kingdom              |

In 28% of the countries, responses were received from 1 museum; in 39%, from 2-10 museums and in 33%, from more than 10 museums (Table 1). 70% of the museums participating in the survey were European museums and 30% were from non-European countries (Table 2).



**Table 1**  
*Percentage of countries participating to the survey with 1 museum, with 2-10 museums or more than 10 museums*

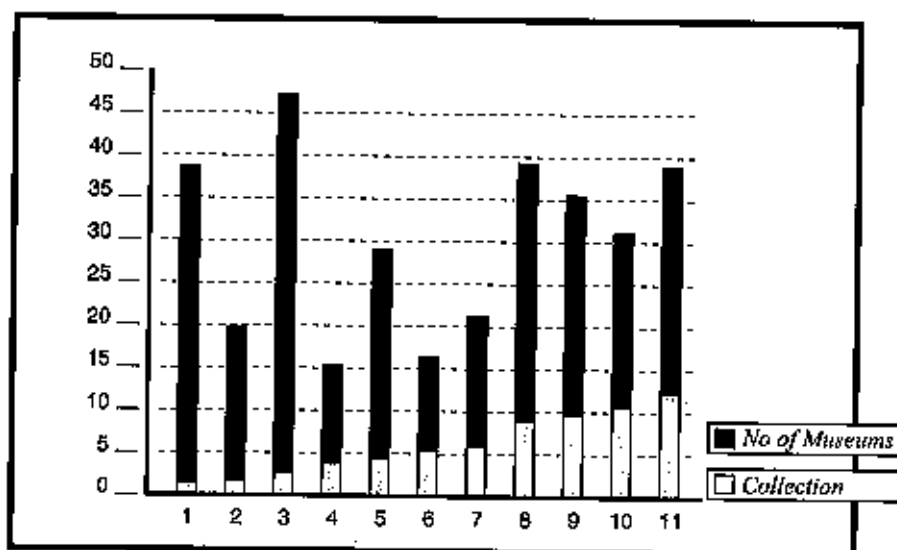


**Table 2.**  
*Percentage of museums that belong to European and non-European countries*

**2.a** The museums that participated in the survey group their collections under several categories and in different ways. The most important categories used by the Ethno Museums are:

1	Ethnography / Ethnographical Collection	42
2	Arts / Paintings / Art Work	18
3	Weaving / Textile costume / Embroideries knifing	44
4	Metal	12
5	Documents / Archives	24
6	Silver and gold items / Jewellery	11
7	Wooden objects	15
8	Furniture	31
9	Potery / Clay	27
10	Religion / Icons ceremonial	17
11	Preindustrial tools / Technol.	27

The use of these categories is shown in Table 3.



**Table 3**

*The most used classification categories by the museums*

Other categories used by the museums are:

Anthropological / Cultural / Historical / Social history

Archaeology

History

Natural history

Folk art / life

Leather

Paper / Printing material

Musical instruments

Nautical / Ship models / marine

Architecture / buildings

Theatre / Shadow theatre

Transportation

Arms

Toys

Health

Other

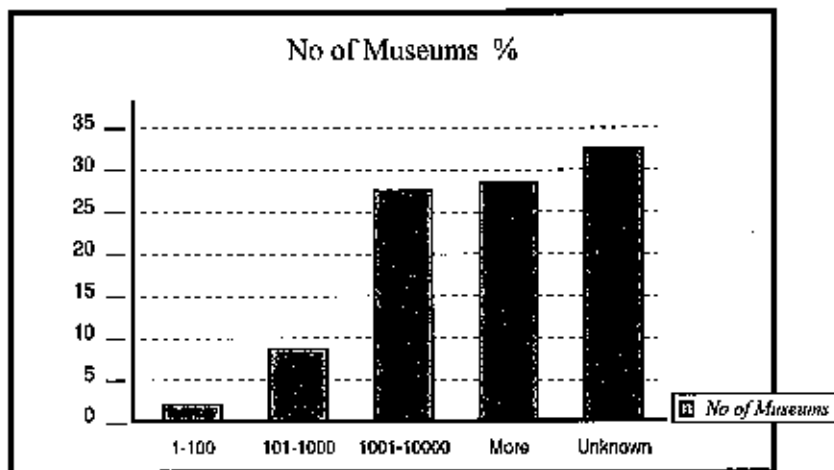
Glass

Stone

Crafts / Utensils

Agriculture

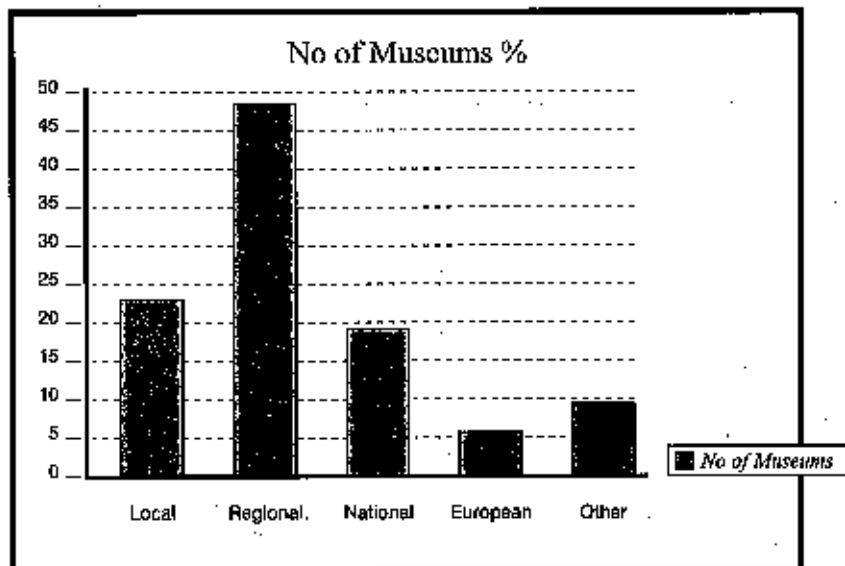
2.b 1% of the museums participating in the survey own 1-100 objects; 9% own 101-1000; 28% own 1001-10000; 29% own more than 10000. For 33%, the number of objects they own is unknown (Table 4).



**Table 4**

*Percentage of museums having 1-100, 101-1000, 1001-10000, more than 10000, or the number of objects is unknown*

3. 23% of the museums participating in the survey have local collections; 49% regional; 19% national; 6% cover parts of Europe other than their country and 9% cover other continents (Table 5).



**Table 5**

*The percentage of local, regional, national, European or other collections*

4. The Museums participating in the survey use the following fields in their object cards and computer records:

field	object card	computer record	average
inventory number	95%	99%	97%
previous number	29%	51%	40%
acquisition number	30%	41%	35%
object name	97%	97%	97%
other / local name	62%	79%	71%
named collection	58%	56%	57%
classification	81%	93%	87%



field	object card	computer record	average
number of objects	78%	56%	67%
part code	56%	42%	49%
description	95%	90%	93%
material	95%	92%	94%
technical data	69%	59%	64%
motifs	56%	77%	66%
inscription	67%	85%	76%
form / shape	80%	74%	77%
dimensions	77%	86%	82%
production place	95%	84%	89%
production - person / corporate body	61%	90%	76%
production - person's ethnic or cultural group	60%	44%	50%
production - method / technique	77%	51%	64%
production - date	69%	60%	65%
acquisition - place	89%	63%	76%
acquisition - person	76%	60%	68%
acquisition - method	74%	63%	69%
acquisition - price	70%	79%	74%
acquisition - date	85%	86%	86%
use - place	81%	82%	82%
user	75%	75%	75%
user's social position	39%	8%	24%
user's ethnic / cultural group	37%	64%	51%
user's religion	8%	37%	22%
user's language	32%	36%	34%
function	77%	81%	79%
use	79%	78%	78%
use - date	77%	78%	78%
collection - date	67%	47%	57%
collection - place	42%	44%	43%
collector's name	72%	75%	74%
recorder	71%	81%	76%

field	object card	computer record	average
recording - date	67%	82%	75%
researcher's name	68%	68%	68%
location / storage	87%	69%	78%
condition	74%	56%	64%
conservation	83%	86%	85%
documentation (bibliography, etc.)	62%	86%	74%
photography	85%	79%	82%
drawing	49%	68%	59%
loan - in	33%	38%	36%
loan - out	41%	52%	47%
other	48%	8%	28%
notes	44%	11%	28%

Other fields used by the museums are:

- exhibition
- number of negatives
- sound archives
- technical dossier
- video
- film archive
- history of the object
- administration
- inventory
- evaluation
- copies

During the EWG meeting in Bled, Slovenia, in May 1995, members and National Co-ordinators from different countries evaluated the results of the Report Analysis and compared them with the *MDA Data Standards*, the *CHIN Data Dictionary*, the draft *International Guidelines for Museum Object Information* of the CIDOC Data and Terminology Working Groups, the *AFRICOM Handbook of Standards*, the fine arts and archaeology standards and the draft archaeological sites standards.

The core fields with definitions were identified and a draft version of the Standards was prepared and presented at the ICOM Triennial Conference in Stavanger, in July 1995.

The EWG members reviewed the Standards for a second time during their meeting in Athens, in June 1996, after comparing them with the *International Guidelines for Museum Object Information: The CIDOC Information Categories* and prepared this final version.

## **3. THE DATA STANDARDS**

### **3.1 The Core Data Standards**

The EWG members propose the following groups and fields as the Core Data Standards for Ethnology/Ethnography:

- 1. Institution information**
  - 1.1 Institution name
  - 1.2 Institution address
- 2. Identification of the object**
  - 2.1 Object identification number
  - 2.2 Classification
  - 2.3 Object name
  - 2.4 Object local / other name
  - 2.5 Number of components
  - 2.6 Description
- 3. Physical description of the object**
  - 3.1 Dimensions
  - 3.2 Material
  - 3.3 Technique
  - 3.4 Decoration
  - 3.5 Inscription / mark
  - 3.6 Condition
- 4. History of the object**
  - 4.1 Production
    - 4.1.1 Production - place
    - 4.1.2 Production - person / corporate body
    - 4.1.3 Production - date
    - 4.1.4 Production - purpose
  - 4.2 Use
    - 4.2.1 Use - place
    - 4.2.2 Use - person/corporate body
    - 4.2.3 Use - date
    - 4.2.4 Use - way
    - 4.2.5 Use - purpose
  - 4.3 Acquisition
    - 4.3.1 Acquisition - place
    - 4.3.2 Acquisition - method
    - 4.3.3 Acquisition - person
    - 4.3.4 Acquisition - date
    - 4.3.5 Collector
  - 4.4 Additional information
- 5. Recorder information**
  - 5.1 Recorder
  - 5.2 Record - date
- 6. Location**
- 7. References**

## **Definitions**

The definition of the fields proposed in the Core Data Standards, with examples of data, will be presented as follows. Some fields are mandatory, others are optional and will vary according to the nature of the record and to the individual organizational requirements.

### **1. INSTITUTION INFORMATION**

A set of information which identifies the institution (that owns the object) legally responsible for the object and its documentation.

#### **1.1 Institution name**

The identifying name of the institution legally responsible for the object and its documentation.

- text, unique, mandatory - Controlled Terminology (CT) to be developed
- example: Smithsonian Institution, National Museum of American History

#### **1.2 Institution address**

The address of the institution legally responsible for the object and its documentation.

- text, unique, mandatory - CT to be developed
- example: South Kensington, London, SW7 2LR, United Kingdom

### **2. IDENTIFICATION OF THE OBJECT**

A set of information which identifies and categorises the object or a specific part of the object.

#### **2.1 Object identification number**

The number or a combination of characters which uniquely identify an object within the institution.

- alphanumeric, unique, mandatory
- example: EM 2321

#### **2.2 Classification**

The descriptive name of a category or a group of objects based on physical or functional characteristics or on the context of the object.

- alphanumeric or text, multiple entry, mandatory - CT to be developed
- example: Textile1,5

#### **2.3 Object name**

The common name of the object.

- text, unique, mandatory - CT to be developed
- example: underskirt

#### **2.4 Object local / other name**

An alternative common name.

- text, multiple entry, optional
- example: petticoat

#### **2.5 Number of components**

The number of physically separate or separable parts that make up the object or the set of objects that is described under one object identification number.

- numeric, unique, mandatory
- example: 3

#### **2.6 Description**

Information about the object that cannot be specified in other fields and is important for its identification.

- text, multiple entry, optional
- example: pink, long loose

### **3. PHYSICAL DESCRIPTION OF THE OBJECT**

A set of information which describes an object or part of an object.

#### **3.1 Dimensions**

Any dimensions and measurements of the object, including the type of measurement, the measured value and measuring unit used.

- text, multiple entry, mandatory
- example: length 80 cm, width 120 cm

#### **3.2 Material**

The basic materials and media of which the object is made.

- text, multiple entry, mandatory - CT to be developed
- example: silk, cotton

#### **3.3 Technique**

The processes, methods and techniques used in the creation of the object.

- text, multiple entry, mandatory
- example: sewn by hand, laced, embroidered

#### **3.4 Decoration**

Adornments of an object.

- text, multiple entry, mandatory - CT to be developed
- example: flower motives, geometrical motives

#### **3.5 Inscription / mark**

Descriptions and transcriptions of marks or inscriptions on the object.

- text, multiple entry, optional - CT to be developed for inscription / mark type
- example: 'A.M., 1945', embroidered initials and the date on the hem of the skirt

#### **3.6 Condition**

A short description of the overall condition of the object, including observations on its stability, blemishes, repairs and completeness at a certain date.

- text, multiple entry, mandatory
- example: torn and sewn by hand: 1995

### **4. HISTORY OF THE OBJECT**

A set of information about the history of the object.

#### **4.1 Production**

A set of information about the history of the object's production.

##### **4.1.1 Production - place**

The geographical place where the object was made.

(text, multiple entry, mandatory) - CT to be developed

example: Banstead, Surrey, United Kingdom

##### **4.1.2 Production - person / corporate body**

The person, people or organization who produced the object.

- text, multiple entry, mandatory - CT to be developed
- example: Alice Perkins (housewife)  
English

##### **4.1.3 Production - date**

The date, date range or period when the object was produced.

- alphanumeric, multiple entry, mandatory
- example: 1945, 1820-1840, 19th century

#### **4.1.4 Production - purpose**

The purpose for which the object was produced.

- text, multiple entry, optional - CT to be developed
- example: underwear

#### **4.2. Use**

A set of information about the object's usage at different stages of its history.

##### **4.2.1 Use - place**

The geographical place where the object was used at different stages of its history.

- text, multiple entry, mandatory - CT to be developed
- example: Olot, Catalonia, Spain

##### **4.2.2 Use - person / corporate body**

The person, people or organization who used the object at different stages of its history.

- text, multiple entry, mandatory - CT to be developed
- example: Alice Perkins (housewife)  
Joan Valls (daughter of the producer)

##### **4.2.3 Use - date**

The date, date range or period when the object was used in different stages of its history.

- alphanumeric, multiple entry, mandatory
- example: the beginning of 20th century  
1920-1985

##### **4.2.4 Use - way**

The manner the object was used at different stages of its history.

- text, multiple entry, mandatory
- example: worn under the dress

##### **4.2.5 Use - purpose**

The purpose for which the object was used at in different stages of its history.

- text, multiple entry, mandatory - CT to be developed
- example: wedding present

#### **4.3. Acquisition**

A set of information about the acquisition of the object by the museum.

##### **4.3.1 Acquisition - place**

The geographical place where the object was acquired.

- text, unique, mandatory - CT to be developed
- example: Barcelona, Catalonia, Spain

##### **4.3.2 Acquisition - method**

The method by which the object was acquired.

- text, unique, mandatory - CT to be developed
- example: gift

##### **4.3.3 Acquisition - person**

Information about the last owner of the object before it was acquired by the museum.

- text, unique, mandatory - CT to be developed
- example: Joan Valls (daughter of the producer)

##### **4.3.4 Acquisition - date**

The date (day, month, year) when the object was acquired.

- alphanumeric, unique, mandatory
- example: 9 May 1995

#### 4.3.5 Collector

The name of the institution staff member or other person who collected the object on the museum's behalf.

- text, unique, mandatory - CT to be developed
- example: John Smith

#### 4.4 Additional information

A field containing information about the object's history that cannot be included in other fields (such as distribution, migration etc.)

- text, unique, optional

### 5. RECORDER INFORMATION

A field containing information about the person documenting the object and the date of its recording.

#### 5.1 Recorder

The name of the person recording the information.

- text, multiple entry, mandatory - CT to be developed
- example: Jeanne Brown

#### 5.2 Record - date

The date of creation of the information about the object.

- alphanumeric, multiple entry, mandatory
- example: 10.5.1995

### 6. LOCATION

Information about the place within the institution where an object is located.

- text, multiple entry, mandatory - CT to be developed
- example: Costume Gallery, room 2

### 7. REFERENCES

Information about the type of reference and a number or code linking the object documentation to any additional documentation (photos, drawings, bibliography, etc.)

- text, multiple entry, optional
- example: Acquisition file 1995.33

## 3.2 References

### National Reports

Belgium	Nadine Maquet
Botswana	Michael Taylor
Bulgaria	Mila Santova
Cyprus	E. Egomenidou
Denmark	Lene Rold
Estonia	Maret Tamjärv
Former Yugoslav Republic of Macedonia	Petar Namičev
Gambia	Abdoulie Balyo
Greece	Penelope Theologi-Gouti
Ireland	Ann Odowd
Isle of Man	Harry Robinson

Israel	Rivka Gonen
Romania	Iuliana Ciotoiu
Russia	Irena Hurgina
Slovenia	Alenka Simikič / Barbara Sosič
Spain	Dolores Soriano
United Republic of Tanzania	William Bongo
United Kingdom (Wales)	Christine Stevens
(N. Ireland)	Orla Russel

CIDOC International Documentation Committee, International Council of Museums

*CIDOC Data Standard for Fine Arts / Archaeology*

*CIDOC Core Data Standard for Archaeological Sites*

*CIDOC International Guidelines for Museum Object Information; The CIDOC Information Categories*

International Council of Museums

*Handbook of the AFRICOM Project*

Museum Documentation Association

*MDA Data Standard for Museum Documentation*

*MDA UK Museum Documentation Standard*

Canadian Heritage Information Network

*Humanities Data Dictionary*