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
INTERNATIONAL
CORE DATA STANDARDS
FOR ETHNOLOGY / ETHNOGRAPHY

Edited by the CIDOC Ethno Working Group

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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 EWC and participated in its activities:

Clotuldi, Lutiana  
Village Museum, Bucarest  
Kiseleff’ 28, sect 1  
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fax 40 1 222 90 68

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Folklore Museum, Sibiu  
Piața Mică 11  
2400 Sibiu  
Romania  
fax 40 69 21 89 60

Danu, Mariela  
University of Bucharest  
romania  
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fax 47 22 85 99 60

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Missionstr. 21  
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Switzerland  
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GR 105 57 Athens  
Greece  
tel 30 1 325 06 78  
x 30 1 324 16 80

Gračić, Imre  
Nepravski Museum  
Kossuth z. ter 12  
H - 1055 Budapest  
Hungary  
tel 36 1 13 26 340  
x 36 1 11 14 616

Kahle, Marija  
Kory-Mukic, Marija  
Savaria Museum  
PPJ 14  
9700 Szombathely  
Hungary  
x 36 94 313 736

Köng, Martina  
Staats Museum Hann Mueden  
Schlossplatz 5  
D34346  
Hann Mueden  
Germany
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kwasnik, Elzbieth</td>
<td>Scottish Museums Council</td>
<td>20/22 Torphichen St Edinburgh EH3 8JR Scotland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 44 131 229 27 28</td>
</tr>
<tr>
<td>Lanceiras-Campagnolo, Maria-Olimpia</td>
<td></td>
<td>Rua Goncalo Nunes 19-3e P-1400 Lisbon Portugal</td>
</tr>
<tr>
<td>Loutzaki, Irini</td>
<td>Peloponnesian Folklore Foundation</td>
<td>Pl. Victorias 3 GR 104 34 Athens Greece</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 301 883 40 20</td>
</tr>
<tr>
<td>Maquet-Dubois, Nadine</td>
<td>Musée de la vie Wallone</td>
<td>Cour des Mineurs 4000 Liège Belgique</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 32 41 23 60 94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 32 41 21 10 35</td>
</tr>
<tr>
<td>Mitchell, Roy</td>
<td>Smithsonian Institution</td>
<td>715 5th St SW Washington DC 20024 USA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 202 484 31 85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 202 484 31 85</td>
</tr>
<tr>
<td>Murray, Anne</td>
<td>The National Museum of Ethnography</td>
<td>P.O. Box 27 146 S-102 52 Stockholm Sweden</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 46 8 566 50 70</td>
</tr>
<tr>
<td>Novak, Vladimil</td>
<td>The Naplesk Museum</td>
<td>1 Bethlehem Sq. 110 00 Prague 1 Czech Republic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 422 (2) 27 691</td>
</tr>
<tr>
<td>Pitzul, Pribislav</td>
<td>Musée de l’Homme</td>
<td>17, Place de Trocadero 75116 Paris France</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 33 1 47 55 05 47</td>
</tr>
<tr>
<td>Rataj, Andrzej</td>
<td>Muzeum etnograficzne Krakow</td>
<td>Pl. Woronicza 1 Krakow Poland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 48 12 56 28 63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 48 12 56 36 12</td>
</tr>
<tr>
<td>Roberts, Andrew</td>
<td>Museum of London</td>
<td>London Wall BC2Y 5HN London U.K.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 44 171 603 36 99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 44 171 600 10 58</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e-mail <a href="mailto:73064.1142@hotmail.com">73064.1142@hotmail.com</a></td>
</tr>
<tr>
<td>Revatsou, Angeliki</td>
<td>The ‘Friends of Music Association’ Research Programme for Thrace</td>
<td>Aigionospeletou 5 GR 106 73 Athens Greece</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tel 30 1 36 11 01 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 30 1 36 11 01 3</td>
</tr>
</tbody>
</table>
Simikič, Alenka  Svetislavski etnografski muzej  Prešernova 20 61000 Ljubljana Slovenia  tel 386 61 126 40 88  e-mail Alenka.Simikic@guest.arnes.si

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Tietmeyer, Elisabeth  Museum für Völkerkunde  Am Nimmer 27 14195 Berlin Germany  fax 49 30 831 59 72

Vellios, Maria  Aghias Kyríakís  GR 211 00 Aria - Nauplion Greece  tel 30 2752 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.

**ETHNO WORKING GROUP**

Chair: Andrew Roberts, Cambridge
Vice Chair: Dominique Piot Morin, Paris
Secretary: Barbara Lang Rottenberg, Ottawa
Treasurer: Leonard Will, London
Editor: Henrik Jarl Hansen, Copenhagen

Please reply to:
Alenka Smilčič, Ethno WG Chair
Slovene Ethnographic Museum
Prešernova 20, 61000 Ljubljana, Slovenia
tel. & fax: +386 61 126 40 88

**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?
3. Geographical aspect

Please, describe the geographical aspect of your collections,

- local
- regional
- national
- European
- other (please specify)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Inventory book</th>
<th>Object card</th>
<th>Computer record</th>
</tr>
</thead>
<tbody>
<tr>
<td>inventory number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>previous number</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>acquisition number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>object name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other/local name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>named collection (a name for a collection of items; e.g. Darwin collection)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>number of objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>part code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>description</td>
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<tr>
<td>material</td>
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<tr>
<td>technical data</td>
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<tr>
<td>motifs</td>
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<tr>
<td>inscription</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>form/shape</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>field</td>
<td>inventory book</td>
<td>object card</td>
<td>computer record</td>
</tr>
<tr>
<td>--------------------------------------------</td>
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<td>-----------------</td>
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<tr>
<td>dimensions</td>
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<td></td>
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<tr>
<td>production place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>production - person / corporate body</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>production - person's ethnic</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>group or cultural group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>production - method / technique production - date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>acquisition - place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>acquisition - person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(information about the owner)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>acquisition - method</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>acquisition - price</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>acquisition - date</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>use - piece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>user</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>user's social position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>user's ethnic and cultural group</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>user's religion</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>user's language</td>
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<tr>
<td>use - date</td>
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<td></td>
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<tr>
<td>collection - place</td>
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<td></td>
<td></td>
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<tr>
<td>collector's name</td>
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<tr>
<td>collection - date</td>
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<tr>
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</tr>
<tr>
<td>recording - date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>researcher's name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a person who researches an entity)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>location/ storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>field</td>
<td>inventory book</td>
<td>object card</td>
<td>computer record</td>
</tr>
<tr>
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<tr>
<td>conservation</td>
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<tr>
<td>documentation (bibliography, etc.)</td>
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<tr>
<td>photography</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>drawing</td>
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<tr>
<td>loan - in</td>
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<td></td>
</tr>
<tr>
<td>loan - out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other (specify)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>notes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

**Previous number**  
term in your language and in Latin alphabet

**Acquisition number**  
term in your language and in Latin alphabet

**Object name**  
term in your language and in Latin alphabet

**Other / Local name**  
term in your language and in Latin alphabet
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.)
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 Wallonne
Quai des Mincros
4000 Liège

**Botswana**
Michael Taylor
National Museum Monuments and Art Gallery
P.Bag 0014
Gaborone

**Bulgaria**
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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
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**Croatia**
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Etnografski Muzej
Matunski evrov 14
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Department of Antiquities
Museums, P.O. Box 2024
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**Czech Republic**
Jozef Kantor
The Napoleonic Museum
1, Bethlehem Sq.
11000 Prague 1

**Denmark**
Jens Rold
Nationalmuseum
Ny Vestergade 11
1471 Copenhagen

**Egypt**
Kamilla el Mansouri
Supreme Council of Antiquities
Ad Hekari, Andel Nor, Aswan, 98767
Cairo

**Estonia**
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Vabadusemuseumi tee 12
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**Former Yugoslav Republic of Macedonia**
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National Council for Arts and Culture
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H 1055 Budapest

India
Sujit Sen
National Museum of Man
P.O. Box 2
Shyamia Hills

Ireland
Ann Odowd
National Museum of Ireland
Kinsale st.
Dublin 2

Isle of Man
Harry Robinson
Manx National Heritage
Manx Museum
Douglas

Israel
Rivka Gonen
The Israel Museum
P.O. Box 7117
Jerusalem, 91710

Madagascar
Guy Rakotovao
Musée d'art et d'archéologie
17, rue du Docteur Villetter
B.P. 564 Antananarivo

Poland
Andrzej Rataj
Muzeum Etnograficzne
Pl. Wolniak
Krakow

Romania
Iuliana Ciochina
Village Museum
Kiseleff 28, sect. 1
71221 Bucharest

Russia
Irena Hurgina
Russian Ethnographic Museum
4/1 Ingeniera str.
19011 Saint Petersburg
Slovak Republic
Jana Bumbalova
Slovak National Museum,
Museum of Ethnology Martin
Mala Hora 2
Martin

Slovenia
Alenka Simikl / Barbara Sošič
Slovenski etnografski muzej
Prešernova 20
61000 Ljubljana

Spain
Dolores Sabierco
Ajuntament de Barcelona,
Museu Etnològic
Pg. Sta Madrona, s/n Parc Montjuïc
08038 Barcelona

Switzerland
Christophe Gros
Musée d'ethnographie de Genève
65 - 67, Bd Carl Voggt
1205 Genève

Thailand
Mongkol Samsranusk
Bangkok National Museum
Na Phraathat Rd.
10200 Bangkok

United Republic of Tanzania
William Bongo
National Museum of Tanzania
P.O. Box 511
Dar-Es 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 Situli
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 visited until spring 1995 for the National Reports which were then analysed.

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

![Graph showing the distribution of museums by number of countries.](image)

**Table 1**

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

![Graph showing the distribution of museums by region.](image)

**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:
<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>No. of Museums</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ethnography / Ethnographical Collection</td>
<td>42</td>
</tr>
<tr>
<td>2</td>
<td>Arts / Paintings / Art Work</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Weaving / Textile costume / Embroideries knitting</td>
<td>44</td>
</tr>
<tr>
<td>4</td>
<td>Metal</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Documents / Archives</td>
<td>24</td>
</tr>
<tr>
<td>6</td>
<td>Silver and gold items / Jewellery</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Wooden objects</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Furniture</td>
<td>31</td>
</tr>
<tr>
<td>9</td>
<td>Pottery / Clay</td>
<td>27</td>
</tr>
<tr>
<td>10</td>
<td>Religion / Icons ceremonial</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>Preindustrial tools / Technol.</td>
<td>27</td>
</tr>
</tbody>
</table>

The use of these categories is shown in Table 3.

![Diagram showing bar graph with categories and number of museums](image)

**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. a. 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).

![Bar chart showing the distribution of the number of objects owned by museums.](chart1.png)

Table 4:
Percentage of museums having 1-100, 101-1000, 1001-10000, more than 10000, or the number of objects is unknown.

3. 27% 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).

![Bar chart showing the distribution of the type of collections.](chart2.png)

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Object card</th>
<th>Computer record</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>inventory number</td>
<td>93%</td>
<td>95%</td>
<td>97%</td>
</tr>
<tr>
<td>previous number</td>
<td>29%</td>
<td>51%</td>
<td>40%</td>
</tr>
<tr>
<td>acquisition number</td>
<td>39%</td>
<td>41%</td>
<td>35%</td>
</tr>
<tr>
<td>object name</td>
<td>97%</td>
<td>97%</td>
<td>97%</td>
</tr>
<tr>
<td>other/local name</td>
<td>63%</td>
<td>79%</td>
<td>71%</td>
</tr>
<tr>
<td>named collection</td>
<td>58%</td>
<td>56%</td>
<td>57%</td>
</tr>
<tr>
<td>classification</td>
<td>81%</td>
<td>93%</td>
<td>87%</td>
</tr>
<tr>
<td>field</td>
<td>object card</td>
<td>computer record</td>
<td>average</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
<tr>
<td>number of objects</td>
<td>78%</td>
<td>56%</td>
<td>67%</td>
</tr>
<tr>
<td>part code</td>
<td>56%</td>
<td>42%</td>
<td>49%</td>
</tr>
<tr>
<td>description</td>
<td>95%</td>
<td>90%</td>
<td>93%</td>
</tr>
<tr>
<td>material</td>
<td>95%</td>
<td>92%</td>
<td>94%</td>
</tr>
<tr>
<td>technical data</td>
<td>69%</td>
<td>59%</td>
<td>64%</td>
</tr>
<tr>
<td>motifs</td>
<td>56%</td>
<td>77%</td>
<td>66%</td>
</tr>
<tr>
<td>inscription</td>
<td>67%</td>
<td>83%</td>
<td>76%</td>
</tr>
<tr>
<td>form / shape</td>
<td>80%</td>
<td>74%</td>
<td>77%</td>
</tr>
<tr>
<td>dimensions</td>
<td>77%</td>
<td>86%</td>
<td>82%</td>
</tr>
<tr>
<td>production place</td>
<td>95%</td>
<td>84%</td>
<td>89%</td>
</tr>
<tr>
<td>production - person / corporate body</td>
<td>61%</td>
<td>90%</td>
<td>76%</td>
</tr>
<tr>
<td>production - person's ethnic or cultural group</td>
<td>60%</td>
<td>44%</td>
<td>50%</td>
</tr>
<tr>
<td>production - method / technique</td>
<td>77%</td>
<td>51%</td>
<td>64%</td>
</tr>
<tr>
<td>production - date</td>
<td>69%</td>
<td>60%</td>
<td>65%</td>
</tr>
<tr>
<td>acquisition - place</td>
<td>89%</td>
<td>63%</td>
<td>76%</td>
</tr>
<tr>
<td>acquisition - person</td>
<td>76%</td>
<td>60%</td>
<td>68%</td>
</tr>
<tr>
<td>acquisition - method</td>
<td>74%</td>
<td>63%</td>
<td>69%</td>
</tr>
<tr>
<td>acquisition - price</td>
<td>70%</td>
<td>79%</td>
<td>74%</td>
</tr>
<tr>
<td>acquisition - date</td>
<td>85%</td>
<td>86%</td>
<td>86%</td>
</tr>
<tr>
<td>use - place</td>
<td>81%</td>
<td>82%</td>
<td>82%</td>
</tr>
<tr>
<td>user</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>user's social position</td>
<td>39%</td>
<td>8%</td>
<td>24%</td>
</tr>
<tr>
<td>user's ethnic / cultural group</td>
<td>37%</td>
<td>64%</td>
<td>51%</td>
</tr>
<tr>
<td>user's religion</td>
<td>8%</td>
<td>37%</td>
<td>22%</td>
</tr>
<tr>
<td>user's language</td>
<td>32%</td>
<td>26%</td>
<td>34%</td>
</tr>
<tr>
<td>function</td>
<td>77%</td>
<td>81%</td>
<td>79%</td>
</tr>
<tr>
<td>use</td>
<td>79%</td>
<td>78%</td>
<td>78%</td>
</tr>
<tr>
<td>use - date</td>
<td>77%</td>
<td>78%</td>
<td>78%</td>
</tr>
<tr>
<td>collection - date</td>
<td>67%</td>
<td>47%</td>
<td>57%</td>
</tr>
<tr>
<td>collection - place</td>
<td>62%</td>
<td>44%</td>
<td>43%</td>
</tr>
<tr>
<td>collector's name</td>
<td>72%</td>
<td>75%</td>
<td>74%</td>
</tr>
<tr>
<td>recorder</td>
<td>71%</td>
<td>81%</td>
<td>76%</td>
</tr>
<tr>
<td>Field</td>
<td>Object Card</td>
<td>Computer Record</td>
<td>Average</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Recording - Date</td>
<td>67%</td>
<td>82%</td>
<td>75%</td>
</tr>
<tr>
<td>Researcher's name</td>
<td>68%</td>
<td>68%</td>
<td>68%</td>
</tr>
<tr>
<td>Location/Storage</td>
<td>87%</td>
<td>69%</td>
<td>78%</td>
</tr>
<tr>
<td>Condition</td>
<td>74%</td>
<td>56%</td>
<td>64%</td>
</tr>
<tr>
<td>Conservation</td>
<td>89%</td>
<td>86%</td>
<td>85%</td>
</tr>
<tr>
<td>Documentation (bibliography, etc.)</td>
<td>62%</td>
<td>36%</td>
<td>74%</td>
</tr>
<tr>
<td>Photography</td>
<td>85%</td>
<td>79%</td>
<td>82%</td>
</tr>
<tr>
<td>Drawing</td>
<td>49%</td>
<td>68%</td>
<td>59%</td>
</tr>
<tr>
<td>loan - in</td>
<td>33%</td>
<td>38%</td>
<td>36%</td>
</tr>
<tr>
<td>loan - out</td>
<td>41%</td>
<td>52%</td>
<td>47%</td>
</tr>
<tr>
<td>Other</td>
<td>48%</td>
<td>8%</td>
<td>28%</td>
</tr>
<tr>
<td>Notes</td>
<td>44%</td>
<td>11%</td>
<td>28%</td>
</tr>
</tbody>
</table>

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 Biec, Slovakia, 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 CHIL 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 2521

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
   - 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
   - example: flower motives, geometrical motives

3.5 **Inscription / mark**
   Descriptions and inscriptions 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: Barstead, 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)

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: Olai, 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 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 (photographs, drawings, bibliography, etc.)
* text, multiple entry, optional
* example: Acquisition file 1995.33

3.2 References

National Reports

Belgium  
Nadine Maquet

Botswana  
Michael Taylor

Bulgaria  
Milka Santova

Cyprus  
E. Egomandou

Denmark  
Lone Rold

Estonia  
Maret Tammjärv

Former Yugoslav Republic of Macedonia  
Petrar Namičev

Gambia  
Abdoulaye Balio

Greece  
Penelope Theologi-Gouti

Ireland  
Ann O'Dowd

Isle of Man  
Harry Robinson
Israel
Rivka Gonen

Romania
Iuliana Clotiu

Russia
Irena Hurgina

Slovenia
Alenka Sankš / Barbun-Soslo

Spain
Delores 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