

# Controlled vocabularies in the organization and management of cultural heritage: practical guidelines

CIDOC 2017

Tbilisi, 25-30 September 2017



associação portuguesa de  
bibliotecários, arquivistas e documentalistas

grupo de trabalho  
sistemas de informação em museus



Support:



UNIÃO EUROPEIA  
Fundo Europeu  
de Desenvolvimento Regional

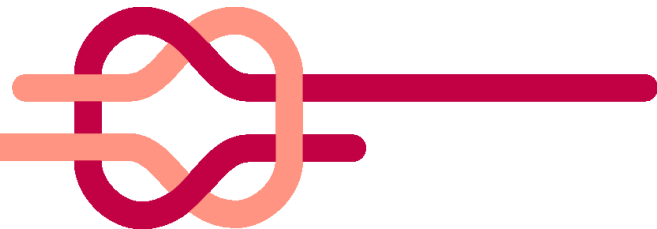
# Who we are



associação portuguesa de  
**bibliotecários, arquivistas e documentalistas**

**Portuguese Association of Librarians, Archivists and  
Documentalists (BAD)**

**grupo de trabalho  
sistemas de informação em museus**



**Working Group Information Systems in Museums**

# Who we are

## Natália Jorge



Career: Employee at Sistemas do Futuro, Lda. since 2001, working at the Department of Research and Documentation, PHD student in Museum Studies at University of Porto, researcher at The Transdisciplinary Research Centre Culture, Space and Memory (CITCEM) and member of the *Working Group Information Systems in Museums*.

Main interest: Study of controlled vocabularies in documentation and cataloging processes.

[natalia@sistemasfuturo.pt](mailto:natalia@sistemasfuturo.pt)

## Juliana Alves



Currently a PhD student in Museum Studies at University of Porto (since 2014), researching management evaluation for procedures and practices in Museums.

Researcher at The Transdisciplinary Research Centre Culture, Space and Memory (CITCEM) and member of the *Working Group Information Systems in Museums*. Consultant in Reengineering of Document Management Processes and Consultant in Museology.

[julira@yahoo.com](mailto:julira@yahoo.com)

# Who we are

## Filipa Medeiros



Phd in Information Science (University of Évora in collaboration with the Carlos III University of Madrid, 2014); Integrated researcher at the Interdisciplinary Center for History, Cultures and Societies of the University of Évora (2010-). Member of the Working Group “Information Systems in Museums” (GT-SIM / BAD, 2012-); Director of the Gulbenkian Library Paris (2016-). Areas of professional and scientific activity: technical coordination and management of specialized information units; organization and representation of information; information systems in museums.

[fmcm@uevora.pt](mailto:fmcm@uevora.pt)

## Susana Medina



She is an art historian and museologist. Doctoral student at FLUP and lecturer on Project Management for Museums at the MA of Museum Studies in the same faculty.

She holds a Master’s degree in Museum Studies (FLUP, 2008) and PG in European Cultural Planning (De Montfort University, 2005). She publishes and lectures on a regular basis. She is also a researcher at CITCEM. As a practicing museologist, she is a curator at FEUPmuseu since 2003, and integrates the task force of U.Porto Digital Museum’s project.

[smedina@fe.up.pt](mailto:smedina@fe.up.pt)

# Agenda

- Group goal
- Methodology: what was done
- Deliverables
- Prospects for the future

# Group goal

**Purpose:** To provide guidelines for use of controlled vocabularies.

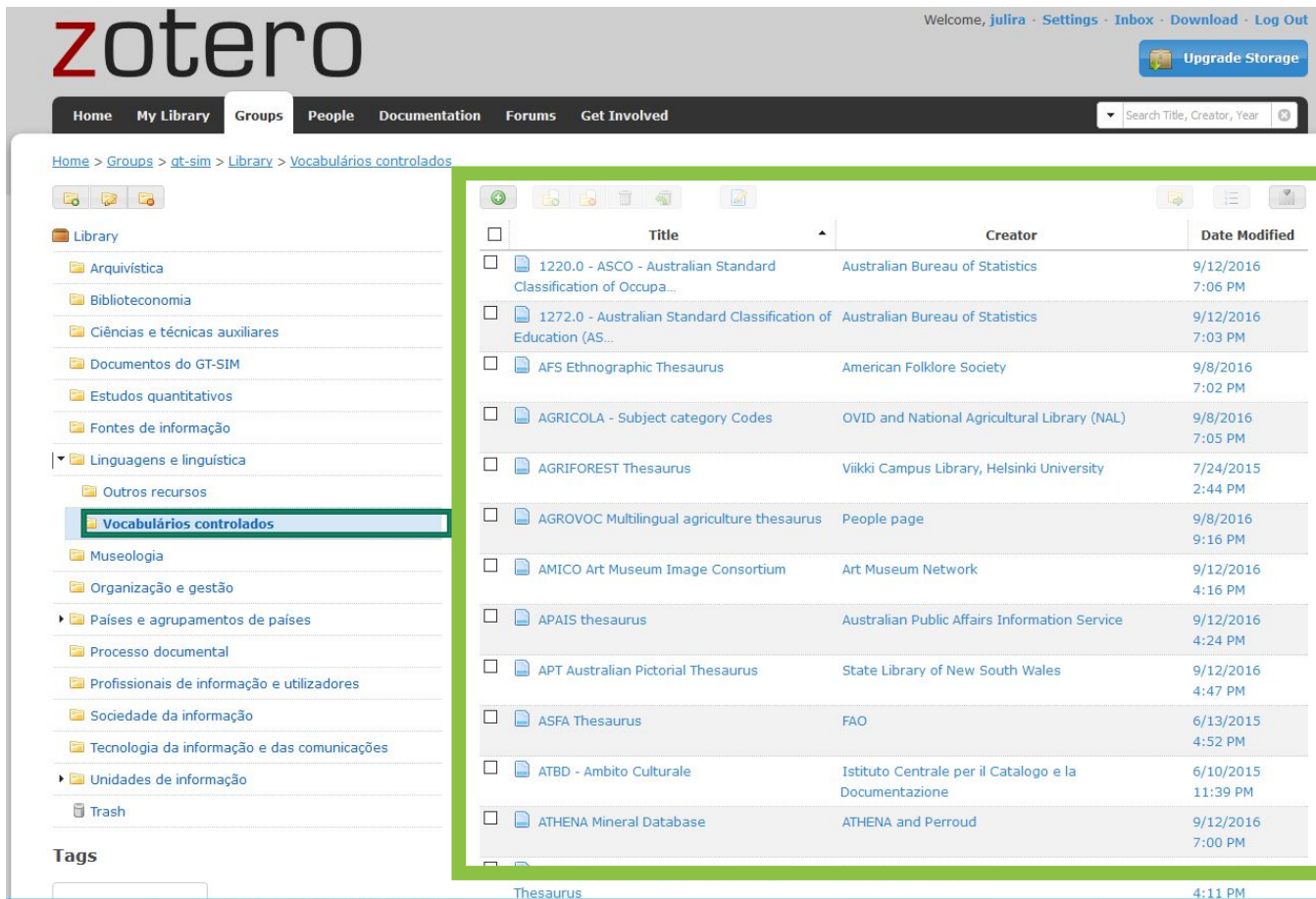
**Approach:** Organization of seminars, publication of articles, dissemination of projects related to documentary languages and creation of tools in Portuguese.

# Methodology: what was done



Seminar "Museum organization of knowledge systems", Lisbon, 2015.

# Methodology: what was done



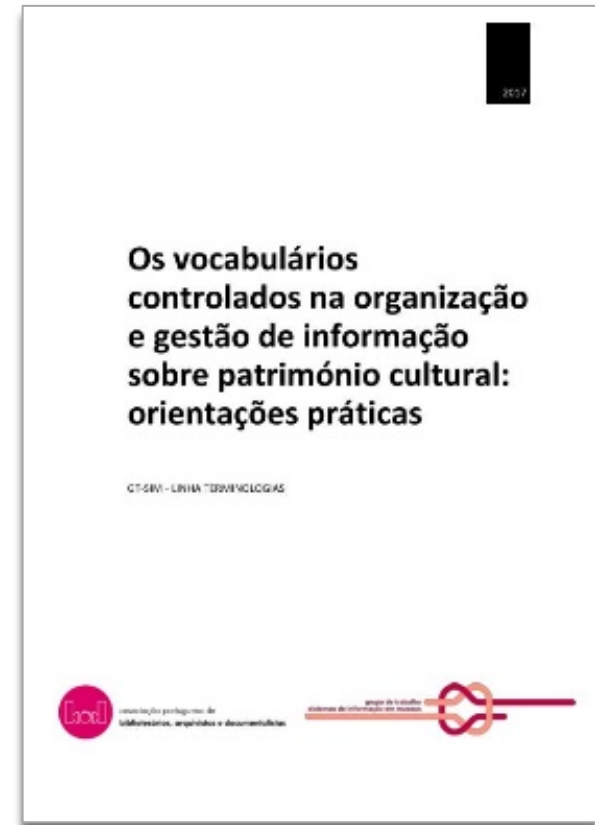
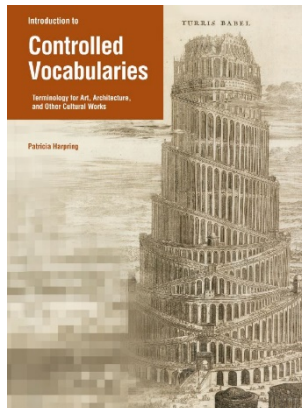
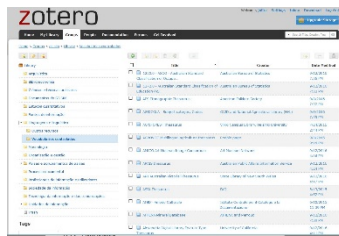
The screenshot displays the Zotero web interface. At the top, the Zotero logo is on the left, and user information (Welcome, julira) and navigation links (Settings, Inbox, Download, Log Out) are on the right. A search bar is located below the navigation links. The main navigation menu includes Home, My Library, Groups, People, Documentation, Forums, and Get Involved. The breadcrumb trail indicates the current location: Home > Groups > gt-sim > Library > Vocabulários controlados. The left sidebar shows a tree view of the library structure, with 'Vocabulários controlados' highlighted. The main content area displays a table of controlled vocabularies with columns for Title, Creator, and Date Modified. The table is highlighted with a green border.

	Title	Creator	Date Modified
<input type="checkbox"/>	1220.0 - ASCO - Australian Standard Classification of Occupa...	Australian Bureau of Statistics	9/12/2016 7:06 PM
<input type="checkbox"/>	1272.0 - Australian Standard Classification of Education (AS...	Australian Bureau of Statistics	9/12/2016 7:03 PM
<input type="checkbox"/>	AFS Ethnographic Thesaurus	American Folklore Society	9/8/2016 7:02 PM
<input type="checkbox"/>	AGRICOLA - Subject category Codes	OVID and National Agricultural Library (NAL)	9/8/2016 7:05 PM
<input type="checkbox"/>	AGRIFOREST Thesaurus	Viikki Campus Library, Helsinki University	7/24/2015 2:44 PM
<input type="checkbox"/>	AGROVOC Multilingual agriculture thesaurus	People page	9/8/2016 9:16 PM
<input type="checkbox"/>	AMICO Art Museum Image Consortium	Art Museum Network	9/12/2016 4:16 PM
<input type="checkbox"/>	APAIS thesaurus	Australian Public Affairs Information Service	9/12/2016 4:24 PM
<input type="checkbox"/>	APT Australian Pictorial Thesaurus	State Library of New South Wales	9/12/2016 4:47 PM
<input type="checkbox"/>	ASFA Thesaurus	FAO	6/13/2015 4:52 PM
<input type="checkbox"/>	ATBD - Ambito Culturale	Istituto Centrale per il Catalogo e la Documentazione	6/10/2015 11:39 PM
<input type="checkbox"/>	ATHENA Mineral Database	ATHENA and Perroud	9/12/2016 7:00 PM

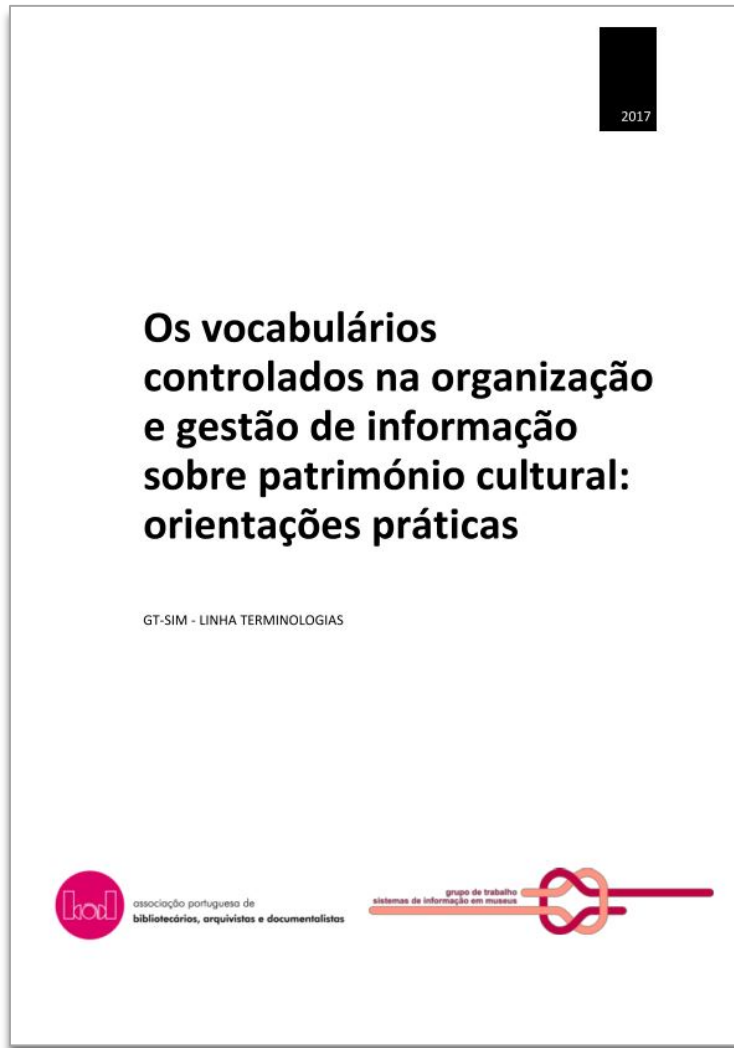
Almeida, M. J. de, Ferreira, F., Medeiros, F., Patrão, S., & Salgado, A. (n.d.). Centro de documentação virtual | Zotero | Groups GT\_SIM. Retrieved April 28, 2017, from <https://www.zotero.org/groups/81851/gt-sim>



# Methodology: what was done



# Deliverables



Subgroup *Terminologies* of the *Working Group Information Systems in Museums of the Portuguese Association of Librarians, Archivists and Documentalists* (BAD).

# Deliverables



Figura 2: Jarras provenientes da Igreja de Santo Ildefonso, Porto.  
Coleção de cerâmica do Museu Nacional Soares dos Reis.

# Deliverables

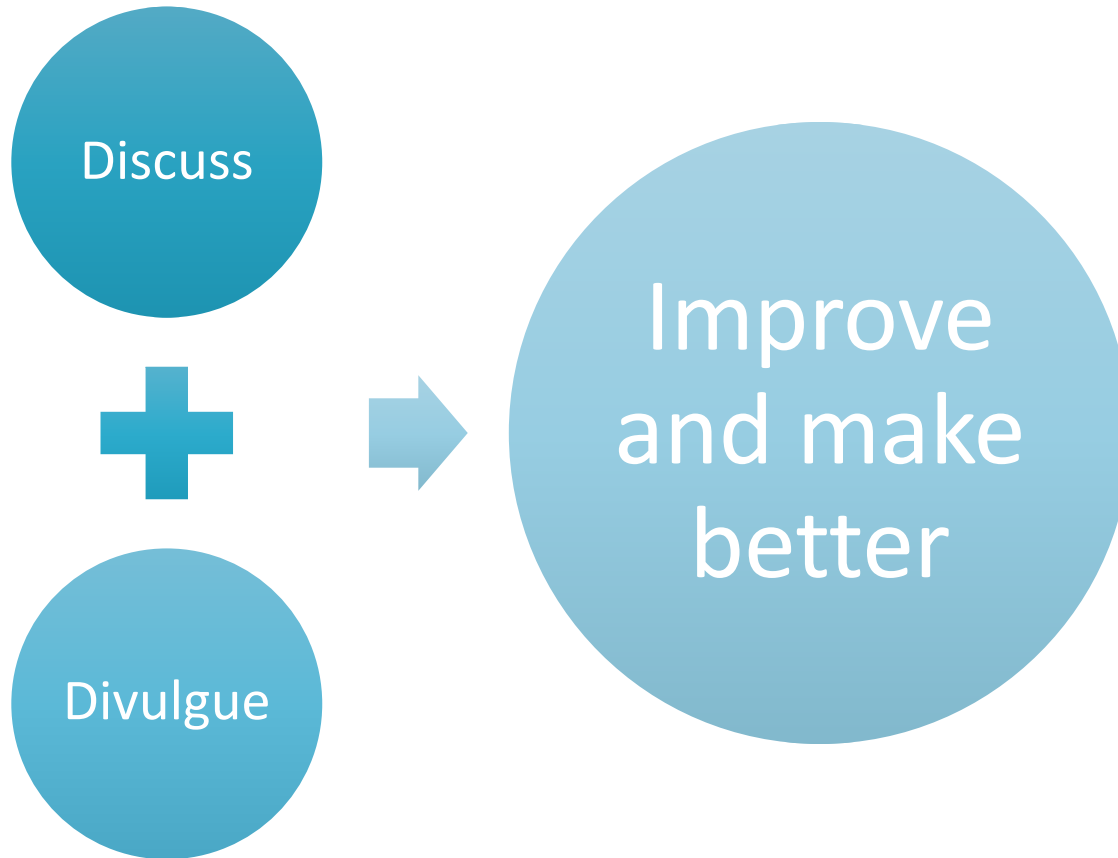


1. Project presentation;
2. Reference to the prerequisites for the development of documentation projects (data structure, registration procedures, data syntax and terminology);
3. Presentation of national and international standards for the development of controlled vocabularies;
4. Methodological and conceptual framework;
5. Typologies of controlled vocabularies;
6. Tools related to controlled vocabularies;
7. National and international reference projects;
8. Guidelines for the creation of controlled vocabularies;
9. Future development perspectives.

# Prospects for the future

- Debate among professionals: review and improvements
- Glossary
- Toolkits
- Trainings

# Prospects for the future



Thank you!  
გწერთადა  
Obrigada

Juliana Alves, [julira@yahoo.com](mailto:julira@yahoo.com)

Natália Jorge, [natalia@sistemasfuturo.pt](mailto:natalia@sistemasfuturo.pt)

Filipa Medeiros, [fmcm@uevora.pt](mailto:fmcm@uevora.pt)

Susana Medina, [smedina@fe.up.pt](mailto:smedina@fe.up.pt)