

NAME OF THE INTERNATIONAL COMMITTEE: CIDOC

## I. 2011 ACTIVITIES

1) ANNUAL MEETING	
DATE	4-9 SEPTEMBER, 2011
LOCATION (CITY AND COUNTRY)	SIBIU, ROMANIA
HOST INSTITUTION OR ORGANISATION (if applicable)	MUZEUL NATIONAL BRUKENTHAL
NUMBER OF PARTICIPANTS	TOTAL NUMBER OF PARTICIPANTS: 119
- ICOM	- 52
- Non-ICOM	- 67
APPROACHED THEMES	<p><b>KNOWLEDGE MANAGEMENT AND MUSEUMS</b></p> <p>The conference theme focuses on the fundamental role of museum documentation: the recording and diffusion of all forms of information and the ways in which museums can harness the rich potential of the knowledge they embody. Increasingly, knowledge is being recognised as a valuable resource, one that requires careful management, and recent innovations in information science provide new perspectives on these broad strategic and philosophical issues. .</p>
PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM ROMANIA

### OTHER MEETINGS *(if applicable)*

The CIDOC board met in Paris and in February. Minutes of the meeting are available on the CIDOC website. The board also met during the Sibiu conference.

Some CIDOC working groups also meet regularly between the annual conferences. As in previous years, the CIDOC CRM SIG, held two meetings in conjunction with the IFLA FRBR review group, 17-20 May in Crete, and 14-17 November in Amsterdam. Details can be found here:  
[http://www.cidoc-crm.org/special\\_interest\\_meetings.html](http://www.cidoc-crm.org/special_interest_meetings.html)

CIDOC organised a week of training workshops in June 2011. Details below.

### 2) PUBLICATIONS

TITLE	CIDOC NEWSLETTER/BULLETIN
DATE	2011
PUBLISHING LANGUAGES	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH ELECTRONIC (PDF) AND PAPER
NUMBER OF PRINTED COPIES	200
TITLE	CIDOC MEMBERSHIP FLYER
DATE	2011
PUBLISHING LANGUAGES	ENGLISH, FRENCH, SPANISH
ELECTRONIC VERSION	No
NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND
TITLE	CIDOC CRM VERSION 5.0.3
DATE	2011
PUBLISHING LANGUAGES	ENGLISH,
ELECTRONIC VERSION	YES

NUMBER OF PRINTED COPIES	0
TITLE	COLLECTED PAPERS FROM THE SIBIU CONFERENCE
DATE	2011
PUBLISHING LANGUAGES	ENGLISH OR FRENCH OR SPANISH (ORIGINAL LANGUAGE NOT TRANSLATED)
ELECTRONIC VERSION	YES (ONLINE DATABASE)
NUMBER OF PRINTED COPIES	0
TITLE	CIDOC SUMMER SCHOOL TRAINING MATERIAL
DATE	2011
PUBLISHING LANGUAGES	ENGLISH
ELECTRONIC VERSION	YES
NUMBER OF PRINTED COPIES	0
TITLE	CIDOC SUMMER SCHOOL CATALOGUE OF MODULES
DATE	2011
PUBLISHING LANGUAGES	ENGLISH
ELECTRONIC VERSION	YES
NUMBER OF PRINTED COPIES	0

<b>3) TRAINING</b>	
DATE	JUNE 25 – JULY 1, 2011
LOCATION (CITY AND COUNTRY)	LUBBOCK, TEXAS, USA

HOST INSTITUTION OR ORGANISATION (if applicable)	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS  - ICOM  - Non-ICOM	NUMBER OF PARTICIPANTS: 12  - 5  - 7
APPROACHED THEMES	<b>BASIC TRAINING IN DOCUMENTATION PRINCIPLES AND PRACTICE</b> 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL 121 JOB DESCRIPTIONS AND ORGANIZATIONAL STRUCTURE 122 BUDGETS, PRODUCTIVITY, PLANNING, AND REPORTING 211 CONDITION REPORTS: REPORTING DAMAGE AND LOSS 212 SETTING UP A BAR-CODING SYSTEM
PARTICIPATION OF OTHER ICOM COMMITTEES	INFORMAL CONSULTATION WITH ICTOP
PROFILE OF THE TRAINERS	<b>TEACHING STAFF</b> Seven instructors drawn from CIDOC and MTTU faculty and staff delivered a total of ten training modules. Each instructor prepared the modules they delivered. Stephen Stead (CIDOC treasurer) gave three modules and Nick Crofts (CIDOC chair) gave two. The remaining modules were delivered by the five MTTU faculty members. This corresponds to a 50/50 split of authoring and presenting of teaching material between CIDOC and MTTU.
DATE	4-9 SEPTEMBER, 2011
LOCATION (CITY AND COUNTRY)	SIBIU, ROMANIA

HOST INSTITUTION OR ORGANISATION (IF APPLICABLE)	MUZEUL NATIONAL BRUKENTHAL
NUMBER OF PARTICIPANTS  - ICOM  - NON-ICOM	NUMBER OF PARTICIPANTS: 60 (ESTIMATED)  - 30  - 30
APPROACHED THEMES	<b>ONE-DAY WORKSHOPS</b> <ul style="list-style-type: none"> <li>• TRANSDISCIPLINARY APPROACHES IN DOCUMENTATION (TRAID)</li> <li>• LINKED DATA FOR CULTURAL HERITAGE: A HALF DAY WORKSHOP</li> <li>• LIDO – LIGHTWEIGHT INFORMATION DESCRIBING OBJECTS: A PRACTICAL INTRODUCTION</li> <li>• SPECTRUM - FROM POLICY TO PRACTICALITY</li> </ul>
PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM ROMANIA
PROFILE OF THE TRAINERS	All instructors drawn from CIDOC, CIDOC board and chairs of CIDOC working groups.

#### **4) RESEARCH ACTIVITIES**

The CIDOC WG on Data Harvesting and Interchange and the CRM-SIG are both involved in research projects aimed at establishing appropriate solutions for online access to museum collections, promoted by the EU with Europeana and in the US by the Digital Public Library of America. Close ties and active cooperation have been established between the CIDOC WGs, the think-tanks developing these major public projects in the cultural sector and, notably, several of the Europeana implementation projects (e.g. the museum-related EU-funded projects ATHENA, MIMO - Musical Instruments Museums Online, now expanding to ICOM IC CIMCIM, JUDAICA, and Linked Heritage, Digitising Contemporary Art).

In addition CIDOC conducted a number of surveys:

- Membership survey concerning the CIDOC declaration of principles on museum documentation.
- Bursary recipient satisfaction survey
- CIDOC Summer School Participant satisfaction survey

## 5) ACTIONS ALLOWING AN INCLUSIVE APPROACH

CIDOC operates bursary schemes to enable participants from developing countries to attend meetings. In 2011 CIDOC obtained a grant from the Getty Foundation. This allowed 14 participants to attend the conference in Sibiu. CIDOC also maintains its own bursary scheme, funded by receipts from conference fees. This is open to young professionals and participants from developing countries. This was used to fund 3 participants who attended the CIDOC Summer School in Lubbock.

CIDOC aims to ensure that a range of low cost accommodation options are available during CIDOC events for participants with limited resources. These include hostels and room sharing.

Advantageous conference registration fees were provided for participants from Romania and the neighbouring region to encourage local participation.

To help communication during the conference, simultaneous translation was provided in the three main ICOM languages for all the plenary sessions.

A general introduction to the CIDOC Working Groups was added to the conference programme in Sibiu to help provide orientation for new participants. This proved popular and will be repeated in future conferences.

CIDOC aims to ensure that access is provided for participants with physical disabilities and that special dietary and other needs are catered for.

CIDOC maintains its website in several languages. These included the 3 primary ICOM languages and some additional languages.

Messages sent to the CIDOC membership are translated whenever possible into the three main ICOM languages.

## 6) OTHER ACTIVITIES

CIDOC migrated its Website in 2011 to the platform provided by ICOM.

It should be noted that while this hosting service is provided free-of-charge by ICOM, this *does not* eliminate all costs associated with maintaining the website. Site hosting is, in reality, only one small item on the list. Preparation, translation and formatting of content all require considerable time and energy. Furthermore, the current ICOM platform does not provide some key services that are required by CIDOC, notably scripting and a SQL database. These services are still maintained outside the ICOM platform at present. These additional costs associated with the CIDOC website are covered by the CIDOC board members as in-kind contributions.

## 7) SYNTHESIS OF THE ACTIVITIES AND OBTAINED RESULTS

The annual conference was attended by an international audience of 120 delegates, spanning all five continents. Simultaneous translation in four languages was available for all the plenary sessions – English, French, Spanish and Romanian. Keynote speakers were Dr Tom Moritz and Prof. Ioan-Aurel Pop. The President of ICOM Dr Hans-Martin Hinz also attended the conference.

The conference provided an opportunity to take stock of recent developments in the theory and techniques of knowledge management, evaluating their impact on documentation practice and examining current tendencies to anticipate future developments. The city of Sibiu and the conference venues provided an elegant historical backdrop to the conference. Conference events made use of the Brukenthal museum and its annexes, the town hall and other municipal buildings. The conference programme was varied and stimulating, consisting of tutorials, presentations, study visits and social events. Feedback from the conference participants was very positive.

CIDOC is extremely grateful for the support provided by the Getty foundation for this and for previous conferences. The beneficiaries would not have been able to attend without this financial assistance. Thanks to this grant, CIDOC is able to extend its services to individuals and institutions that would otherwise be isolated from the international community. It is particularly encouraging to see that we are drawing in participants from a broad range of language groups and regions. Well over half the participants at the Sibiu conference were from countries in IMF categories 2, 3 and 4. Significantly, four delegates from Brazil attended the conference, one of whom also attended the CIDOC Summer School. We are planning to organize an edition of the CIDOC Summer School in Brazil in conjunction with the ICOM triennial conference.

Two resolutions were passed at the CIDOC AGM in Sibiu concerning the *Statement of Principles of museum Documentation*, produced by the Documentation Standards Working Group and a *Statement concerning Linked Open Data*, produced by the CRM SIG and the co-reference working group. We intend to table a resolution for the General Assembly in 2013 so that both documents can be adopted as official ICOM policy.

As of 2010, CIDOC had 481 members – an increase of 6% compared to 2009. This makes CIDOC the seventh largest of the ICOM international committees. This is encouraging, though still a long way from the high point in 1995 when CIDOC had 750 members. The potential CIDOC membership is far greater. Getting in touch with these potential members and improving CIDOC's visibility is a strategic priority. We asked ICOM at the June meetings to provide us with a list of institutions that are registered with ICOM but for which there is no known CIDOC member.

The CIDOC newsletter for 2011 will be printed and distributed at the Helsinki conference in 2012.

## II. 2012 PLANNED ACTIVITIES

<b>1) ANNUAL MEETING</b>	
DATE	10-14 JUNE 2012
LOCATION (CITY AND COUNTRY)	HELSINKI, FINLAND
HOST INSTITUTION OR ORGANISATION <i>(if applicable)</i>	NATIONAL MUSEUM OF FINLAND
NUMBER OF PARTICIPANTS  - ICOM  - Non-ICOM	NUMBER OF PARTICIPANTS: 150 - 200  - 75-100  - 75-100
APPROACHED THEMES	<b>ENRICHING CULTURAL HERITAGE</b> <ul style="list-style-type: none"> <li>• INNOVATIONS IN DOCUMENTATION PRACTICE</li> <li>• MULTILINGUALISM AND REGIONAL CULTURES</li> <li>• ENCOURAGING COOPERATION AND EXCHANGE BETWEEN INSTITUTIONS</li> <li>• SEMANTIC WEB, ONTOLOGIES AND LINKED DATA</li> </ul>
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM FINLAND

<b>OTHER MEETINGS <i>(if applicable)</i></b>	
CIDOC BOARD MEETING, MARCH 17 HELSINKI, FINLAND.	



<b>2) PLANNED/PROPOSED PUBLICATIONS</b>	
TITLE	CIDOC Bulletin
DATE	2012
PUBLISHING LANGUAGE	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH
EXPECTED NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND

<b>3) SCHEDULED TRAINING</b>	
DATE	MAY 20 – 25
LOCATION (CITY AND COUNTRY)	LUBBOCK, USA
HOST INSTITUTION OR ORGANISATION <i>(if applicable)</i>	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 15 - 6 - 9
PLANNED THEMES	<b>MUSEUM DOCUMENTATION, PRINCIPLES AND PRACTICE</b> 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL 121 JOB DESCRIPTIONS AND ORGANIZATIONAL STRUCTURE 122 BUDGETS, PRODUCTIVITY, PLANNING, AND REPORTING 203 OBJECT ID: DOCUMENTATION AND ILLICIT TRAFFICKING 323 DATA EXCHANGE BETWEEN INSTITUTIONS 305 COPYRIGHT AND LICENSING ISSUES 403 INDEPENDENT STUDY 404 MUSEUM PROCEDURES AND BUSINESS PROCESSES SUMMER SCHOOL TEACHER TRAINING

EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICTOP
PROFILE OF THE TRAINERS	The 2012 Summer School will be taught by a team drawn from both CIDOC and MTTU Faculty and staff.

#### **4) PLANNED RESEARCH ACTIVITIES**

We are involved in development and testing of a system of simultaneous captions, designed to provide live text subtitles during conference presentations. Our hope is that this system will provide adequate linguistic support to for non native English speakers at a lower cost than simultaneous translation.

We will continue our efforts to find ways of contacting potential CIDOC members. ICOM's assistance in providing a list of known institutions for which no CIDOC members exists will be invaluable.

A new working group has been formed: "MPI - Museum Process Implementation". The group is chaired by Walter Koch and will serve as a focus of interest for anyone interested in the modelling and implementation of museum processes and the information requirements that result. More details can be found on the CIDOC website.

#### **5) PLANNED ACTIONS ALLOWING AN INCLUSIVE APPROACH**

We are again seeking funding from the Getty Foundation to allow participants from developing countries to attend the CIDOC conference. CIDOC also hopes to offer bursaries for the CIDOC Summer School. These will be covered by the CIDOC bursary fund. We are actively seeking additional funding for this training programme.

The Helsinki conference website draws attention to the ICOM young professionals bursary scheme. The conference venues are all accessible to participants with physical disabilities. Considerable care has also been taken to ensure that accommodation and other costs remain within the reach of participants on a modest budget. The conference website is in two of the official ICOM languages: English and French.

The cost of simultaneous translation at conferences being considerable, we are hoping to use a new system of simultaneous captions to provide linguistic services at a reduced cost. If successful, this model could be applied elsewhere.

#### **6) OTHER PLANNED ACTIVITIES**

The need for a regular printed newsletter has declined over recent years as more and more members use email. With this in mind, we are hoping to transform the CIDOC newsletter/bulletin into a scientifically oriented peer-reviewed journal, devoted to questions of museum documentation. The bulletin will continue to be published in French and English. We hope to capitalise on the fact that articles in the newsletter are often of very high quality and number of libraries and other institutions keep it for reference.