

Documentation History in the Egyptian Museum Cairo and its impact on Collections Management

Prepared

Mahrous Elsanadidy

Curator at the National Museum of Egyptian
Civilization Cairo, Egypt

Masters in Egyptology & Museum studies

elsanadidy@gmail.com

01098517831 - 01154745178

content

- 1- The history of Egyptian Museum Cairo**
- 2- Documentation history of Egyptian Museum Cairo**
- 3- Documentation impact on collections management.**
- 4- Defects of EMC documentation system**

1- The Egyptian Museum Cairo

is one of the oldest museums among Egypt's museums. The first idea for building this museum dates back to the reign of the ruler to Egypt Muhammad Ali Pasha in 1835. when he issued a decree contained three articles as follows; Article1 describes "what is an antiquity thing?", Article 2, is for collecting old things in a certain place (Ezbekiyya museum), and Article 3 is for prohibiting the export of antiquity things to outside Egypt

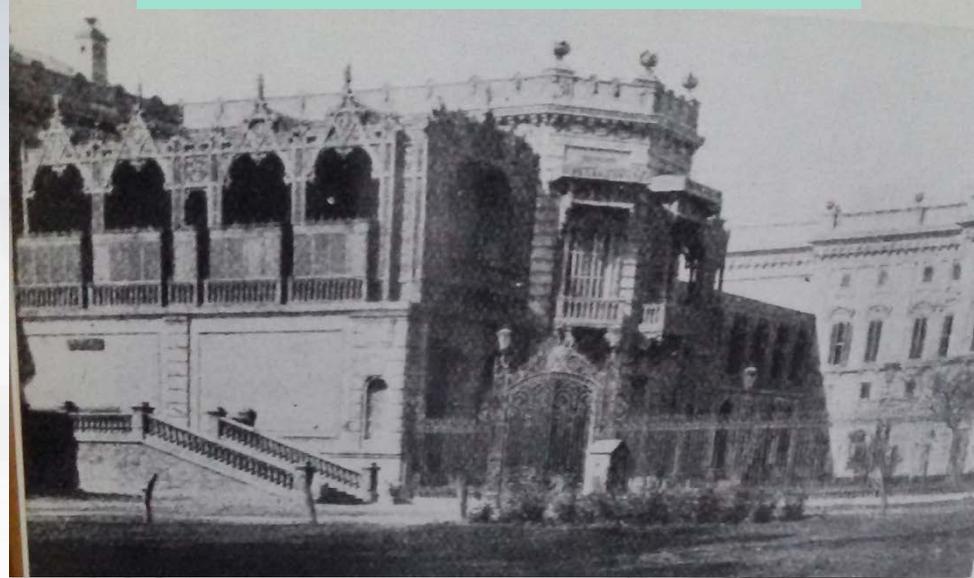


Egyptian museum Cairo Buildings

Boulaq Museum 1863



Giza Museum 1891



Egyptian museum Cairo

As for the Current Egyptian Museum, was opened in 1902, and now is considered one of the largest museums all over world contains ancient Egyptian antiquities telling the history of ancient Egyptians' lives. It contains more than one hundred sixty thousand object are on display, besides the thousands else are in the basement and upper floor magazines. Those objects are representing different periods from the lithic periods to Greco-Roman via Pharaonic periods

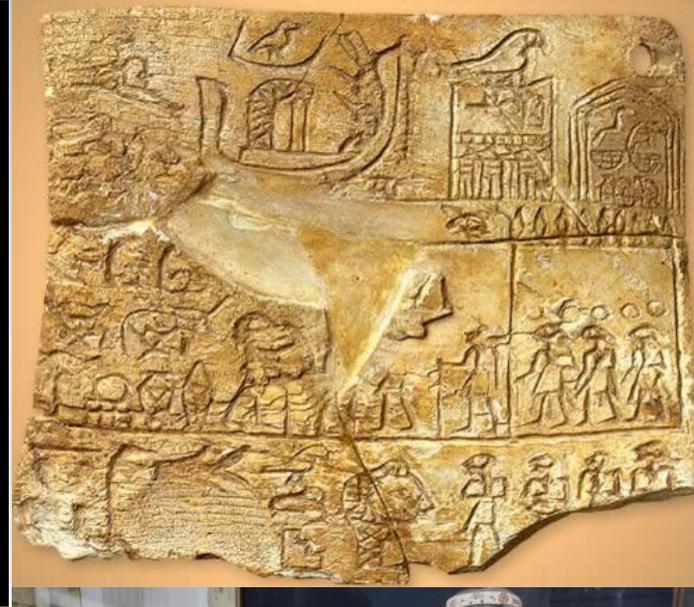


Egyptian Museum contains 7 sections as follows;

Section 1: The antiquities of Jewelry, Tutankhamun, and Royal Mummies



Section 2: The antiquities of Prehistoric Periods through Old Kingdom.



Section 3: The antiquities of Middle Kingdom



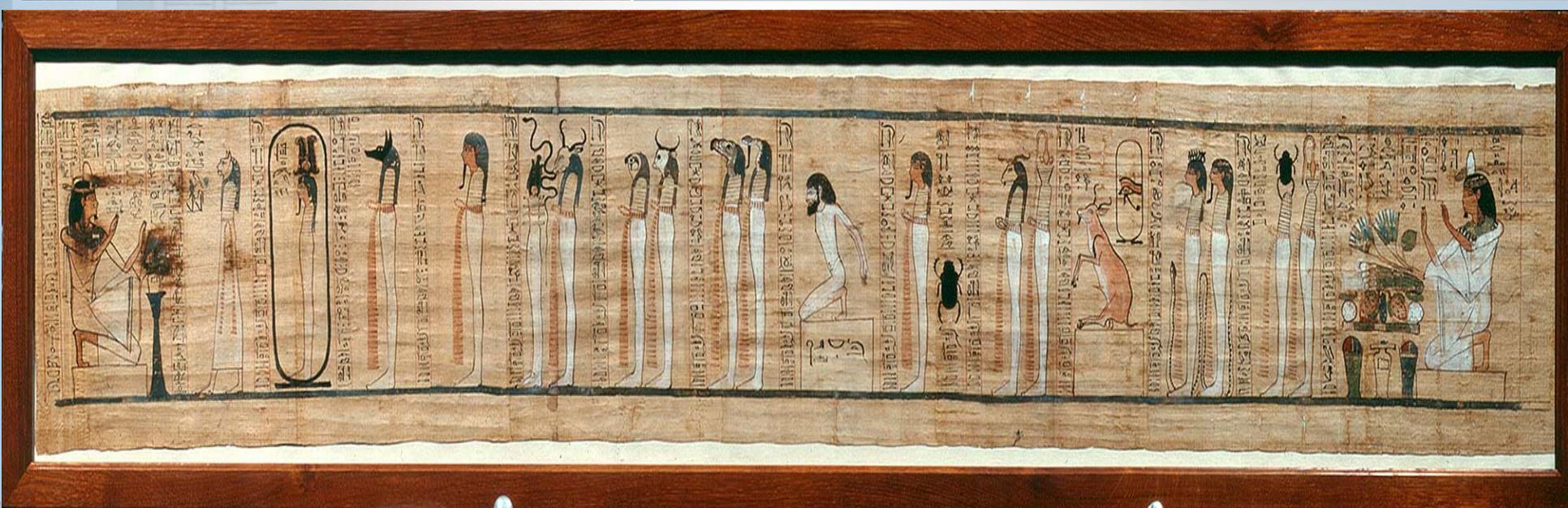
Section 4: The antiquities of New Kingdom



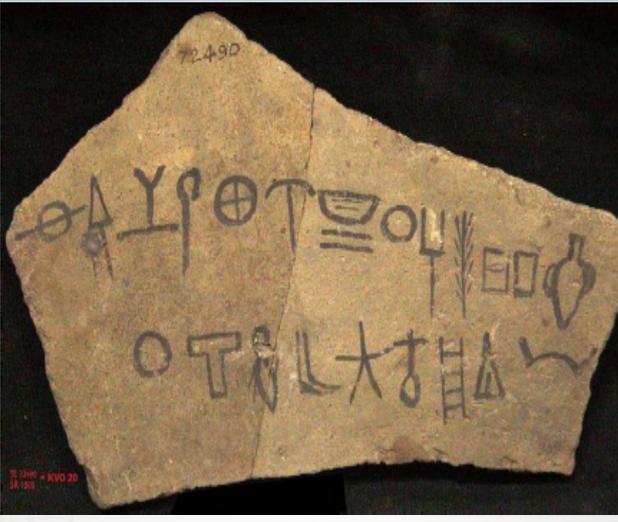
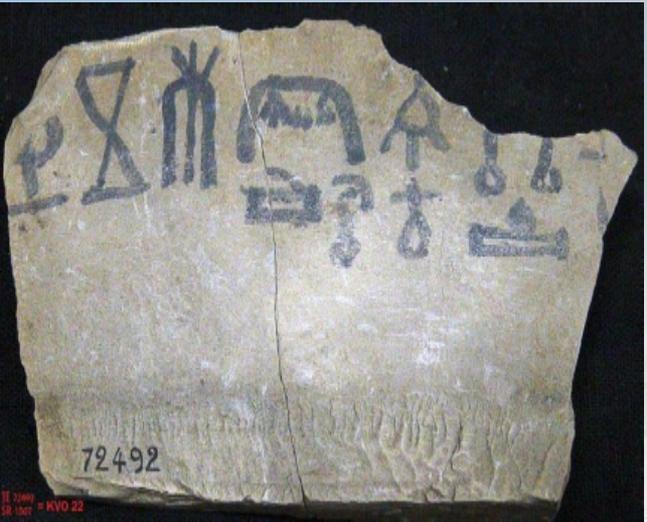
Section 5: The antiquities of Third Intermediate Periods through Greco-Roman



Section 6-C: Coins, Section 6-P: Papyri



Section 7: Ostraca, Coffins, and Scarabs



2- Documentation history of the Egyptian Museum Cairo:

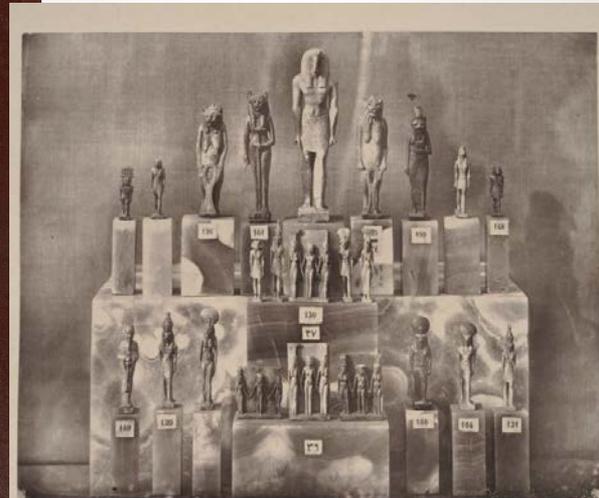
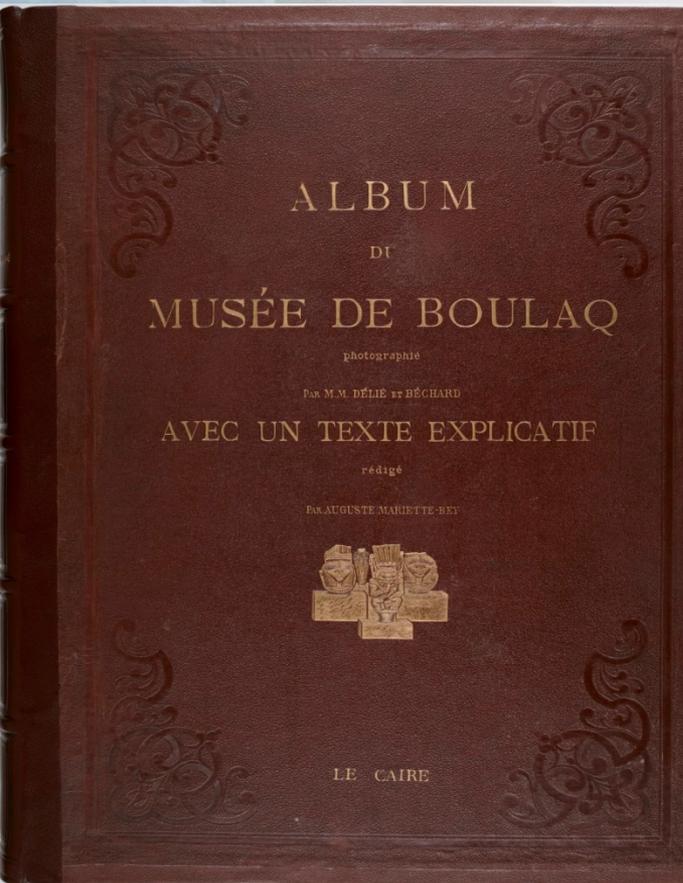
The actual history for **scientific documentation** in Egyptian Museum Cairo dates back when Auguste Mariette (1858- 1881) was appointed as a director of Egyptian Antiquities service and Egyptian museum in 1858. In the following year, he started to build a new museum at Boulaq quarter on the eastern bank of the Nile River, and he set procedures for recording the objects collected from the discoveries through archaeological sites Egypt wide.



So, as soon as possible the object was arriving to a museum, it should be recorded in a register book called "Journal d'entrée". the **Journal d'entrée** (JE) is a main inventory register book which its pages are divided to columns with French metadata about; Accession number (ID No), provenance and date of discovery, Material, Description & Illustration, Dimensions, Position, Remarks.

No. d'ordre	Localité de la découverte	Matériau	Désignation du Monument						
3477	Alger Févr. 1859	Serpente pierre	Autre stèle du même style et du même temps. Les des personnages s'appellent S'ouatoua; une femme s'appelle Kithor-akh. Au bas des appendices	0,33	5	S. F.	à bord Boulog Mag. No 2	Arv. II	
3480	Bah el Sano. 1859	Bois	Deux huit morceaux de bois provenant d'une boîte de bois et couverts de légendes au nom de ses personnages II morts. Quelques-uns de ces morceaux se ressemblent	Long. env. 0,42	4	S. H.	à bord Boulog Mag. No 2	P. 44 N. 4 env. (sur la même planche que J. 3477 (il manque quelques petits fragments))	
3481 & 3482	Saggarah Janv. 1859	Propriété des	Sept scarabées funéraires sans légendes	0,05 à 0,03	5	S. F.	Boîte DP		
3483 & 3491	id	id	Quatre amulettes représentant deux doigts humains accablés	0,03 à 0,06	5	S. F.	Boîte DP		
3492 & 3494	Pyramide Janv. 1859	id	3 jolis Scarabées funéraires sans légendes	0,05 à 0,04	4	S. F.	Boîte DP		
3495	"	Bois d'une statuette	Scarabée funéraire au nom d'un seride appelé Annon ou ap	0,03	5	S. F.	Boîte DP		
3496 & 3508	Saggarah Janv. 1859	Bois d'une statuette	Seize scarabées funéraires sans légendes	0,06 à 0,03	5	S. F.	Boîte DP		
3509	"	id	Scarabée funéraire sans légende	0,03	5	S. F.	Boîte DP		
3510 & 3511	"	Statuette bois	Deux amulettes en forme de doigts humains	0,06	4	S. F.	Boîte DP		
3512 & 3521	"	Bois d'une statuette	Deux amulettes en forme de doigts humains	0,09 à 0,04	5	S. F.	Boîte DP		
3522 & 3535	"	Statuette bois	Quatorze scarabées, les pattes repliées sous le ventre	0,02	5	S. F.	Boîte DP		
3536	"	Pan. vork	Tat	0,11	4	S. R.	Boîte DP		P 22 N2 pag. 2
3537	"	"	Tat	0,10	4	S. R.	Boîte DP		
3538	"	"	Tat	0,10	5	S. R.	Boîte DP		P 22 N2 pag. 2
3539	"	"	Tat. Six pièces sont en jaune, comme ceux d'Osiris	0,08	5	S. R.	Boîte DP		P 22 N2 pag. 2
3540	"	"	Table à libation. Au centre deux vases et un grain carré	0,08	5	S. F.	Boîte DP	Arv. B	

Then, in 1872, He published the first Catalogue General called Album du Musée de Boulaq.



In 1883 , Gaston Maspero issued a guide book about principal objects of Boulaq museum entitled “Guide Du Visiteur Au Musée De Boulaq»



40. — *Le grand vestibule.*

19. — Calcaire blanc. — H. 0^m 23. — (Mariette, *Abydos*, pl. 27 d.)
Stèle funéraire en l'honneur de Panothfaï, fils de la dame Tetoual, mort à l'âge de 57 ans, 10 mois, 4 jours. — Époque Saïte. — *Louvre.*

20. — Calcaire blanc. — H. 0^m 30; larg. 0^m 19. — (Mariette, *Abydos*, III, p. 355, n° 993.)
La chanteuse Sathor est représentée accroupie, et jouant de la harpe devant sa fille Anakhtouf-hapit. — XIII^e dyn. — *Abydos.*

§ 2. — *Grand vestibule.*

Il est presque entièrement rempli des stèles trouvées dans les fouilles d'Abydos. On y remarque, en commençant par le mur à gauche de la porte d'entrée:

143. — Calcaire blanc. — H. 0^m 40; larg. 0^m 29. — (Mariette, *Abydos*, III, p. 178—179, n° 663.)
Stèle funéraire d'Apenonkh, fils de la dame Akl. La cavité ménagée au centre de la pierre était destinée à recevoir une statuette, celle d'un dieu ou celle du défunt; cette particularité n'est pas rare dans notre musée, et je la signale ici une fois pour toutes. — *Abydos.*

165. — Calcaire blanc. — H. 1^m 65; larg. 0^m 58.
Au premier registre, deux personnages sans légende sont devant Oairis. Au second est la scène de



MUSÉE DE BOUQAQ.

38. — *Le petit vestibule.*

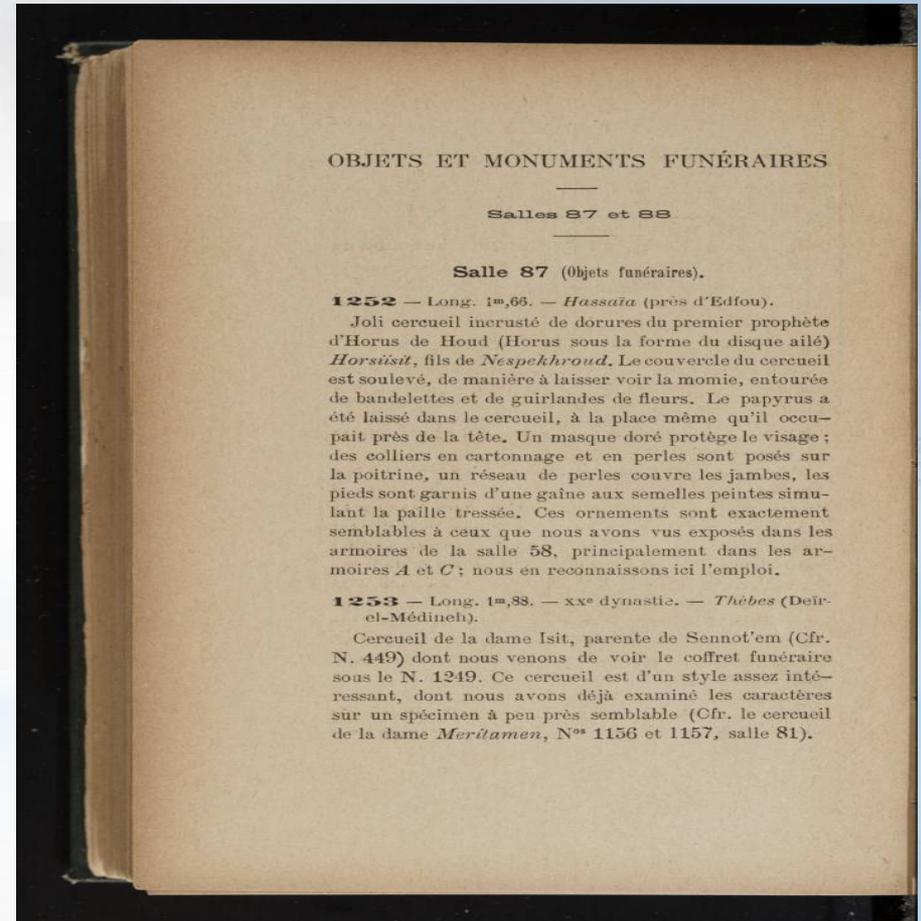
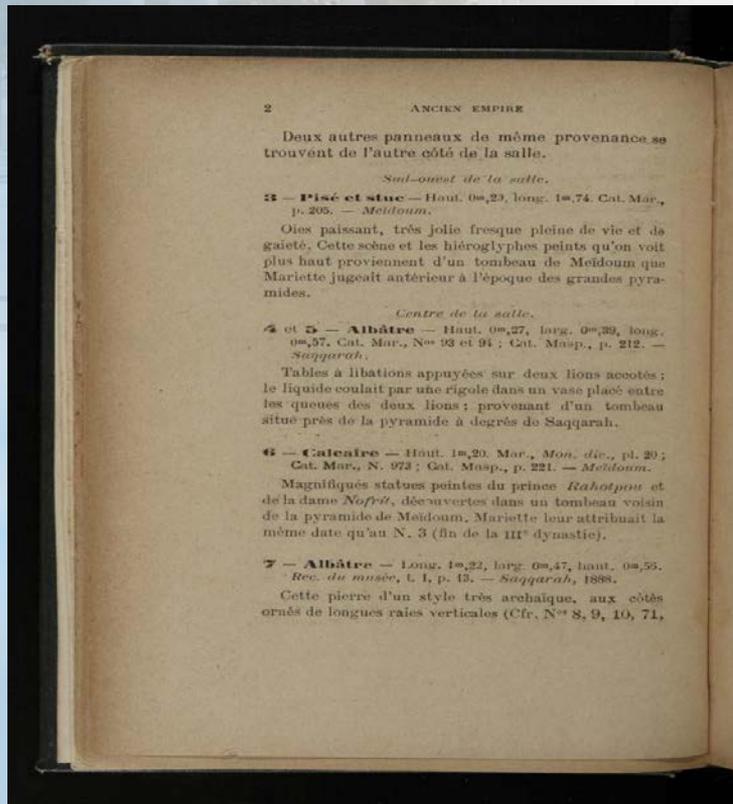
moment; l'hymne finissait alors par occuper tout et ne laissait plus de place pour le reste des formules (*Grand Vestibule*, n° 202).

Les peintures ou les sculptures qui couvrent presque le champ de la stèle sont comme la traduction des légendes en images. Prenons pour exemple la stèle n° 253 de notre Musée (*Grand Vestibule*). Au registre le plus bas, des parents et des domestiques apportent des offrandes. Au registre qui vient ensuite, le défunt *Ahmôis*, chef comptable des bœufs, et sa femme *Imhou*, assis à gauche, reçoivent l'encens et l'eau de leur fils *Ah*; une petite fille *Moutoufir* est assise à côté de ses parents. En face, à droite, le père et la mère d'Ahmôis sont assis également. Au dernier registre, *Ahmôis*, *Imhou*, la petite *Moutoufir*, et un autre fils d'Ahmôis nommé *Adhou*, adorent Oairis, assis dans son sillon. On voit à première vue ce dont il s'agit. Dans les deux registres du bas, la scène est sur terre; et les survivants de la famille accomplissent l'action indiquée au début de la formule: ils présentent la table d'offrandes au mort et au dieu Oairis. Dans le registre du haut, la scène est en enfer: les morts de la famille adorent le dieu, pour recevoir de lui les portions qui leur reviennent de l'offrande faite sur terre. C'est la mise en action de la seconde partie de la formule, d'après laquelle le dieu doit donner des milliers de pains, de bœufs, etc., au double en faveur de qui on accomplit le sacrifice. Toutes les scènes représentées sur les stèles ne sont que des variantes des scènes figurées sur la stèle d'Ahmôis. Sous la XII^e dynastie, on n'alimait pas beaucoup

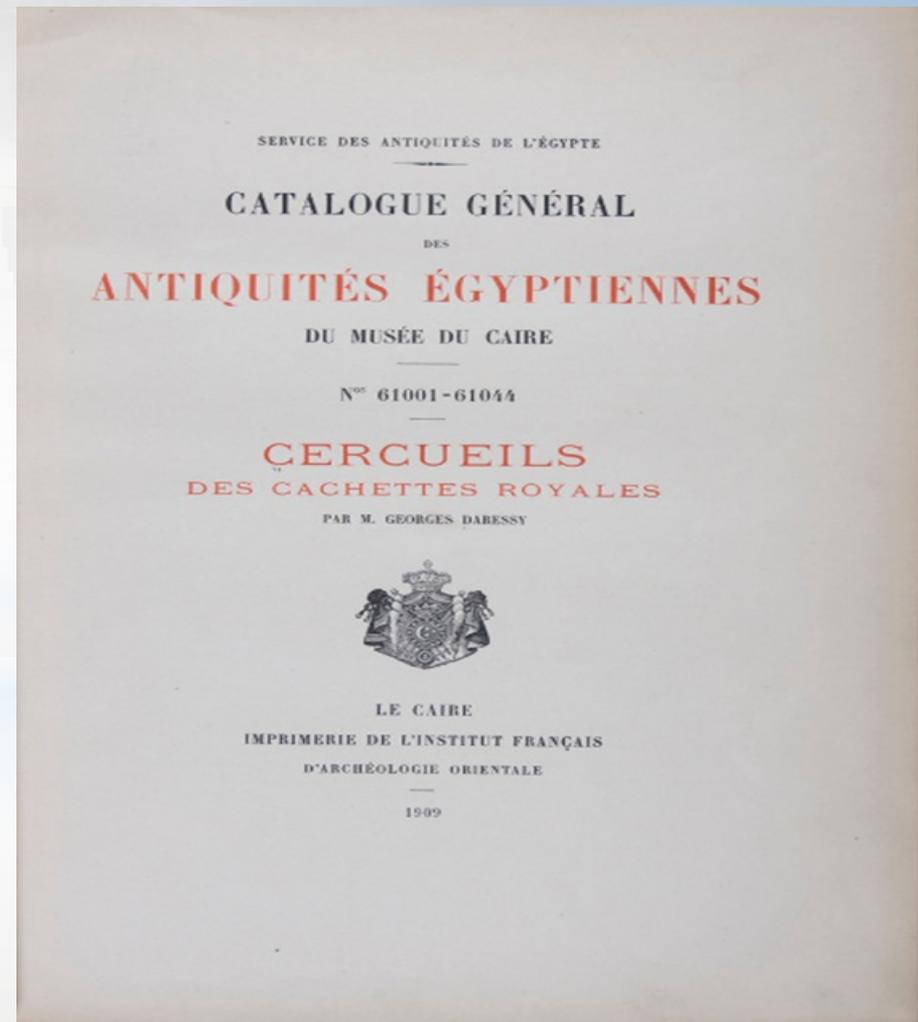
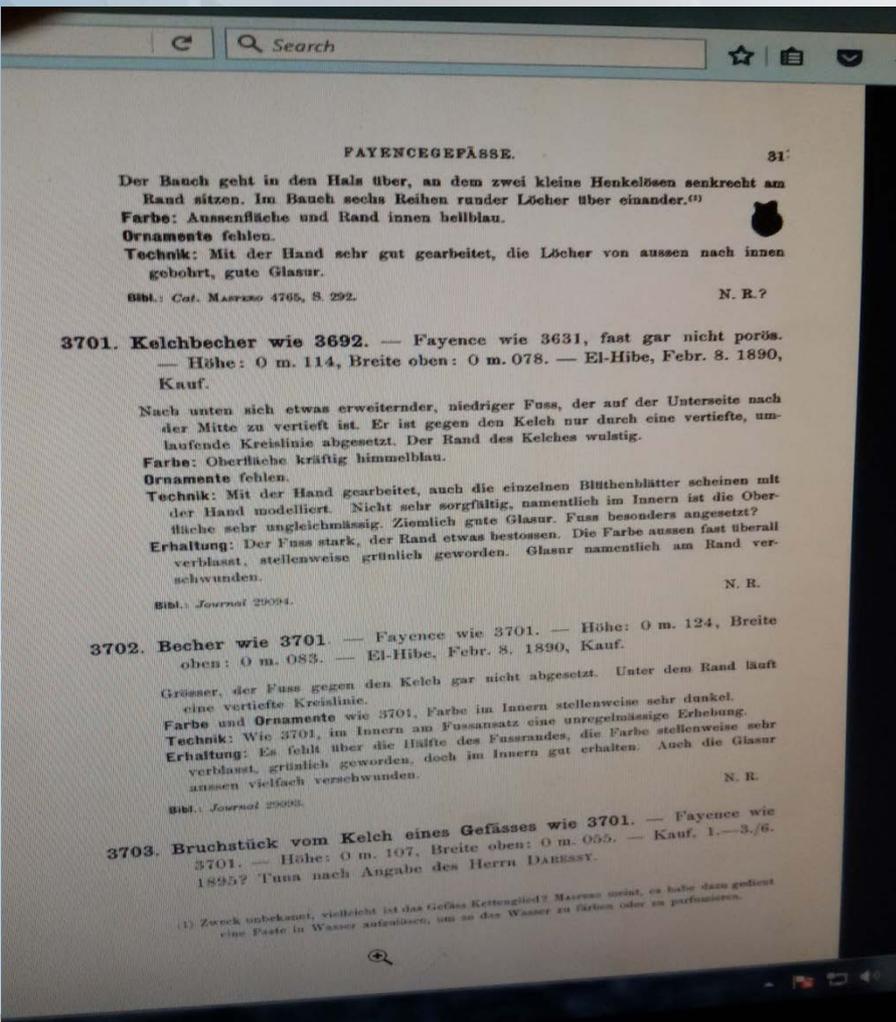


Stèle d'Ahmôis (XVIII^e dynastie).

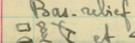
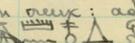
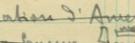
In 1895, The antiquities service issued a guide book about principal objects of Giza museum entitled “ Notice Des Principaux Monuments Exposés Au Musée De Gizeh »



When the current building was opened in 1902, Guston Maspero, Museum director (1899- 1914), and his assistants started to publish a series of Catalogue General (CG) .



and if the objects | objet will stay for short loan in should be recorded in another register book entitled "temporary register books (TR)".

Inventory No.	Description	Material	Dimensions	Notes	Reference
20 25+5	Part of handle (?) of painted pot. Was in form of 4	Pottery	0.08×0.05		R corr 19 E 2 a (case)
20 25+5	Fragt of painted pot.	Pottery	0.05×0.08		R corr 19 E 2 a (case)
20 25+6	Fragt of painted pot	Pottery	0.075×0.085		R corr 19 E 2 a (case)
20 25+7	Fragt. of painted pot	Pottery	0.04×0.05		R corr 19 E 2 a (case)
20 25+8	Fragt of painted pot	Pottery	0.07 (max)		R corr 19 E 2 a (case)
20 25+9	Small cylindrical fragt of painted pottery	Pottery	0.052 L		R corr 19 E 2 a (case)
20 25+10	Small pottery fragt with head of ibex + floral design	Pottery	0.10	Marked "Quana Mond. 1903"	R corr 19 E 2 a (case)
20 25+11	Very fine painted "zir"	Pottery	ht: 1.75 breadth 0.61 x 0.35		R 3 am. I
21 25+1	Pottery Human head from pot	Pottery	0.07×0.085		R corr 19 E 2 a (case)
22 25+1	Chapelle au nom de 	Calcaire peint	3.20 x 2.60		R corr. 12 W 6
22 25+2	Fragment de stèle, tableau très fruste. Restes de 4 lignes d'inscriptions au nom du roi Horemheb.	Grès	0.80 x 1.00	Ahousir	R corr. 12 W 6
22 25+3	Statue d'homme debout adossé à un pilier, manquant tête & jambes. Mains croisées sur le ventre. Brochure du propriétaire indiquée.	Diorite (?)	h. 1.00	J. 33900	R corr. 12
22 25+4	Autre statue d'homme debout adossé à un pilier, analogue à la précédente également incomplète.	— do —	h. 1.15	J. 33901	R corr. 12
22 25+5	Bas-relief en creux; adoration d'Amon et de la déesse Anoukis par  et  .	Grès	0.93 x 0.36		R corr. 17 W
22 25+6	Bas-relief en creux; adoration d'Amon et de la déesse Anoukis. Inscriptions au nom du roi Amenhotep III et de sa femme  .	Grès	0.93 x 0.59	J. 27074	R corr. 17 W
22 25+7	Trois fragments de bas-relief dans un cadre	Calcaire	1.00 x 0.42		R corr. 17 E
22 25+8	Bas-relief en creux; adoration d'Amon et d'Anoukis (2 tableaux)	Grès	0.94 x 0.34	J. 4745	R corr. 17 E

Then Later, the **Journal d'entrée** format was changed and its pages were divided to columns with English metadata ordered as follows; Accession number, Position, Description, Material, Date, Dimensions, Provenance, Finder, Excavation number, Remarks, and photograph.

NUMBER	POSITION	DESCRIPTION	DATE	MATERIAL	DIMENSION	PROVENANCE	FINDER	EXCAVATOR'S No.	REMARKS	PHOTOGRAPH
66098	R3 A box	Inlay, almost cylindrical	Time of Akhenaten	Red faience	L: 0.067	El. Amarna (Palace) 1935/36	Pendlebury Eg. Exp. Soc.	-	-	PHOTOGRAPH 66098-66117
66099		Idem		Idem	L: 0.065			-		
66100		Idem		Blue faience	L: 0.05			-		
66101	R3 B1	Rosette (for garment?) Gray blue, yellow centre		Faience	D: 0.023			319		
66102	R3 A box	Cylinder bead. Gold ends		Lapis lazuli; gold	L: 0.012			98		
66103	R3 A box	Double cylinder bead		White faience	L: 0.021			-		
66104	R3 B2	Vase, fragment. Opaque yellow blue and white designs		Glass	Max: 0.033			184		
66105	R3 B2	Idem. White dark blue and yellow designs		Glass	Max: 0.03			-		
66106	R3 A box	Inlay fragment; nose & mouth.		Red glass; gone green	H: 0.02			336		
66107	R3 A box I	Vase with wide mouth. Painted blue, neck mended.		Pottery	H: 0.365			132	St. by Dillige	
66108		Small 4-handled vase. White slip, mouth broken.	Pottery	H: 0.19	-					
66109		Saucer. Red slip inside and out.	Pottery	D: 0.13	-					
66110		Bowl used for red paint. Flat rim broken off all round.	Red pottery	D: 0.092	332					
66111	R3 A box	Hex. head, from vase handle.	Blue painted pottery	H: 0.085	422					
66112		Hindquarters of an animal(?)	Pottery; buff slip	Max: 0.08	202					
66113		Two fragments of a Mycenaean vase with two handles. Fine buff, red and black designs.	Pottery	-	378, - 315, 287.					
66114	R3 A box	Sherd; local imitation of Mycenaean ware. Painted with cream stripes	Pottery	Max: 0.066	138					
66115	R3 A box	Sherd with drawing. Abduction?	Brown pottery	Max: 0.17	380					
66116		Idem. Hawk in red paint	Dark pottery	Max: 0.09	524					
66117		Idem. Profile.	Brown pottery	Max: 0.085	486					

In 1940, the metadata of the Journal d'entrée has changed to Arabic and English but sometimes the data by English or French.

رقم مسلسل NUMBER	موقع الأثر POSITION	وصف الأثر - DESCRIPTION	تاريخ اكتشاف الأثر DATE	المادة المصنوع منها MATERIAL	مقاييس الأثر DIMENSIONS	المنطقة PROVENANCE	المكتشف FINDER	رقم الأثر عند اكتشافه EXCAVATOR'S NO.	ملاحظات عامة REMARKS	صورة الأثر أو رسمه PHOTOGRAPH
88110	P 57-D	Petit récipient à bords très épais	Quersom.	Terre cuite	D: 0,075	Baintawou (Abu Hummad) Schisa	Khasab off. 1962-65			
88111		Petit pot	id.	id.	H: 0,035					
88112		Assiette	id.	id.	D: 0,215					
88113		Petite assiette	id.	id.	D: 0,09					
88114		Support de vase, en forme d'aumône	id.	id.	D: 0,13					
88115	P 33 N 6 base 1	Modèle de panier (?) avec petite anse.	id.	id.	D: 0,075					
88116	P 33 N 6 base 2	Objet identique au précédent	id.	id.	D: 0,075					
88117	P 34 N 6 base 2a	Plaque ronde, épaisse, percée de deux trous rapprochés. Poids pour filet ?? ou pour métier à tisser ??	id.	id.	D: 0,10 Epaisseur: 0,02					
88118	P 34 N 6 base 2b	Poids conique percé d'un trou, = fil à plomb? ou poids de filet ou de métier?	id.	id.	H: 0,03					
88119	P 34 N 6 base 2c	Poids pyramidal percé d'un trou, = fil à plomb? ou poids de filet ou de métier?	id.	id.	H: 0,08					
88120	P 34 N 6 arm. 6	Fragment d'un candélabre, incomplet et en partie restauré. Il est formé de 4 séries de lampes superposées, fixées entre 4 tiges verticales.	id.	id.	Haut max.: 0,44					
88121	P 34 N 6 base 2	Fragment d'objet indéterminé, peut-être d'un candélabre du genre du précédent (?)	id.	id.	Max.: 0,105					
88122	P 34 N 6 base 2	Haut d'un support (de lampe) en forme de colonne creuse, striée, terminée en plate-forme élargie. Le bas manque.	id.	id.	H: 0,27	Sakha (Xos)				
88123	P 42 H	Intel of the carpenter Drini	II ^d Dyn.	Semester	max. 0.14 x 0.50	Sybet-el-waldah (Helwan) ?	given offered by H.M. King Fuad I, 1947		Museum File: 2/1/122/585 3.4.1947	
88124	P 53 case 1	Pt with designs of ships and human figures painted in red	Pnc.	Pottery	H: 125	Bangor Coll (part of 538)			Brought with the following objects for a total of 2624-50	
88125	P 53 case 1c	Mask head with two men's heads in relief	Pnc.	alabaster	W: 075	do. (part of 538)				
88126	P 6 case 2-7a	Seal with seated man on back and "litter" designs on base.	VIII-IX	Black stone	H: 028	do. (lot 567)				
88127	P 6 case 2-7b	Scalloped axe head.	XI-XII	Copper	H: 145	do. (lot 123)				
88128	P 67 54 pap 1	Axe head with spinwork griffin	M.K.	do.	H: 09 W: 103	do. (lot 123)				
88129	P 67 58 pap 1	Dagger, complete, handle damaged.	M.K.	Copper, wood, ivory	L: 25	do. (lot 122)				

April 1947

In 1954, a column was added to the Journal d'entrée pages for registration date and the data were written by English or Arabic.

رقم سجل NUMBER	موقع الأثر POSITION	وصف الأثر - DESCRIPTION	تاريخ الأثر DATE	المادة المصنوع منها MATERIAL	مقاييس الأثر DIMENSIONS	المصدر PROVENANCE	المستكشف FINDER	رقم الأثر عند اكتشافه EXCAVATOR'S No.	تاريخ التبريد ENTRY DATE	ملاحظات عامة REMARKS	صورة الأثر أو رسمه PHOTOGRAPH
722 G	p. 32, Libas 2	rodle		wood	l 0.13					16/9 3314	
723 G		Handle of tool; blade missing		Wood	P. 0.112					16/9 3315	
724 G		Head-rest		Wood	0.16 X 0.185					16/9 3318	
725 bis G	II Centre	Block headrest Blocs de (99) de noir. en bois. Homme assis. Blocs de la main.	Kat. 200 20/VI	Pilety Bris	H. 16 d. 105.	Home el-Hamra 1940	Maïr		21-11-50	17/11 30796	
726 G	P. 51	Processing of gypsum - bearers, 19 figures one of 17 - Map. Side 312 (in French medium is made of 10 mm + 10 mm x 25 cm)		Wood		Saggarah. mai 1907.	Quibell 1906, Pl. xv.			39126	
727 G	p. 32, G, arm 3	Model of boat, painted. Mast stepped. 3 seated men beneath canopy, took out, sheerman and 3 paddlers		Wood	L. 77	Saggarah	L.			39128	
728 G	arm 3	Model of Carpenter shop; three figures		Wood	l. 0.425 0.43	Saggarah	Exc. Paubell 1906-1907			39129 G. 3125	
729 G	rapid	Model of musical entertainment master and musicians; 7 figures master and musicians, two musicians and three women clapping hands		Wood	l. 32	Saggarah	do			39130	
730 G	arm 2	Model of Kitchen; 3 figures		Wood	l. 38	do	do			39131	
731 G		Model of potter's shop; Two figures		Wood	l. 33	do	do			39132	
732	Case C-01-117	Statuette. man standing, briclike		Wood	H. 32	Saggarah	do			39150	
733 G	p. 32, G, arm 2	Statuette. man standing, briclike, blouse gone except for and there, left foot broken		Wood	H. 32	do	do			39151	
734 G		Statuette of woman walking, long dress; pink		Wood	H. 34	do	do			39152	

Later, to give objects more securing, and to ease its accountability and inventory, another register books were added for each section entitled "Special register books (SR)".

63 وزارة الثقافة والإرشاد القومي
مخبر الآثار

سجل الآثار

رقم سجل NUMBERS	موقع الآثار POSITION	وصف الآثار-DESCRIPTION	تاريخ الآثار DATE	المادة المصنوع منها MATERIAL	قياس الآثار DIMENSION	المصدر PROVENANCE	المكتشف FINDER	رقم الآثار عند اكتشافه EXCAVATOR'S No.	تاريخ التبريد ENTRY DATE	ملاحظات REMARKS	صورة الآثار أو رسمه PHOTOGRAPH
M 15341	R. 37 cage E no	Statue squatting man, head sideways	O.K.	Limestone	H. 23	Sigra, Mash. Vi. Kaur- Hathor	Hasaan (S)	72227			
M 15342	R. 37 cage E	Statue, woman grinding	O.K.	do	6 cm x 4 cm	Regist. no 1250, with 1251/1	do	72234			
M 15343		Statue of woman grinding, traces of red and black paint	O.K.	do	L. 202	Sigra 1932 Mash. Vi. Kaur- Hathor Regist. no 332	do	72235			
M 15344	R. 37 cage E	Statue, man kneading (dough)	do	do	L. 125	do Regist. no 1252 with 1251/1, 1253/1	do	72228			
M 15345	R. 47 VII D no 14/1, 20, 21, 22	Statue, man beer-making, traces of red paint	do	do	H. 33	do Regist. no 1257 with 1251/1	do	72233			
M 15346	R. 37 no 14/1, 20, 21, 22	Statue man beer-making, Red traces, Goose trace	do	do	H. 129	do Regist. no 1255 with 1251/1, 1256/1	do	72231			
M 15347	R. 37 cage E	Statue, man cleaning face, traces of red, Goose trace	do	do	total H. 129	do Regist. no 1933 with 1251/1, 1253/1	do	72229			
M 15348	R. 37 cage E	Statue, man cooking, traces of red paint	do	do	H. 175	do Regist. no 1254 with 1251/1, 1253/1	do	72230			
M 15349	R. 47 VII D	Statue of man with goose, traces of red colour, Goose stand (4-9) feet	do	do	H. 128	do Regist. no 1258 with 1251/1, 1253/1	do	72232			
M 15350	R. 37 Cage E	Statue, scene on collier, 2 registers, traces of red colour, traces of black, traces of white	do	do	47 x 80	Regist. no 1259	Reininger	44621			
M 15351	R. 37 cage E	Fragment de stèle	Amiens	do	Long 0.31 H. 0.27	Plan de July, July, August	do	46236			
M 15352		Statue, scene on collier, traces of red colour, traces of black, traces of white	do	do	45 x 60	do	do	1603	262 217 207	 	

Digital Documentation

In 2000, it was the first trial for a digital documentation Project in Co-operation with the Ministry of Communications, but it failed because of lack of funding.

In 2006, a digital documentation project called " Egyptian Museum Database Project" funded by the United States of Agency for International Development (USAID) and the American Research Center in Egypt (ARCE), using KE EMu system has started to record the displaying objects with creating a digital photos archive. At the present, a number of objects recorded arrived for more 160.000 object.



The image displays the KE EMu (EM) software interface, which is used for digital documentation of museum objects. The interface is divided into two main sections: a sidebar menu on the left and a main data entry form on the right.

Sidebar Menu (Left): The sidebar contains a list of functional modules, each with an icon and a label:

- Catalogue
- Accession Lots
- Events
- Loans
- Movements
- Locations
- Conservation
- Insurance
- Bibliography
- Rights
- Parties
- Narratives
- Multimedia
- Condition Checks
- Internal Movements
- Valuations
- Thesaurus
- Lookup Lists
- Groups
- Task Templates
- Registry
- Admin

Main Data Entry Form (Right): The main form is titled "Seated Statue of Khafre with Horus Falcon", Sculpture in the Round, 4th Dynasty, Khafre. It contains several input fields and sections:

- Object Details:** Fields for "EMC Object", "Object Rating", "Name", "Parts" (set to 1), and "Part No." (set to 1).
- Category Details:** Fields for "Category" (set to "Sculpture in the Round"), "Subcategory 1", and "Subcategory 2".
- References:** A list of references with checkboxes, including "JE 10062", "OG 14", and "SR 2/ 15736".
- Requests:** Radio button options for "Requested by EMC", "Requested by GEM", and "Requested by NMEC", each with "Yes" and "No" options.

At the bottom right of the interface, there is a small inset image showing a photograph of an open wooden box containing several small, cylindrical objects, likely the "Seated Statue of Khafre with Horus Falcon" mentioned in the text.

3- Documentation impacts on collections management

Documentation has acted important roles in collections management of Egyptian Museum Cairo, since it was set registration and documentation systems in the second half of 19th century to now. It has served a museum, collections, and users.

Impacts on Museum Organization

Documentation supports a museum in accountability its objects as follows:

- Knowing numbers of objects that a museum holds in its possession.**
- Digital Documentation enables keepers for accounting and checking its objects and knowing if there are missing objects or not .**

❖ **Documentation Guides a museum on procedures and decision-making on:**

- How to acquire, access, de-access, disposal, loan in, or out, move objects, so on.

❖ **Control over intellectual property rights issues**

- Marketing objects
- Promotion.
- Publications.
- Production Multimedia (documentary films, virtual museum, hologram.
- Reproduction

the 25th January 2011 revolution actions

Documentation aided a museum to secure its objects because it provides descriptions and evidence of ownership in the event of theft so it helped a museum to repatriate

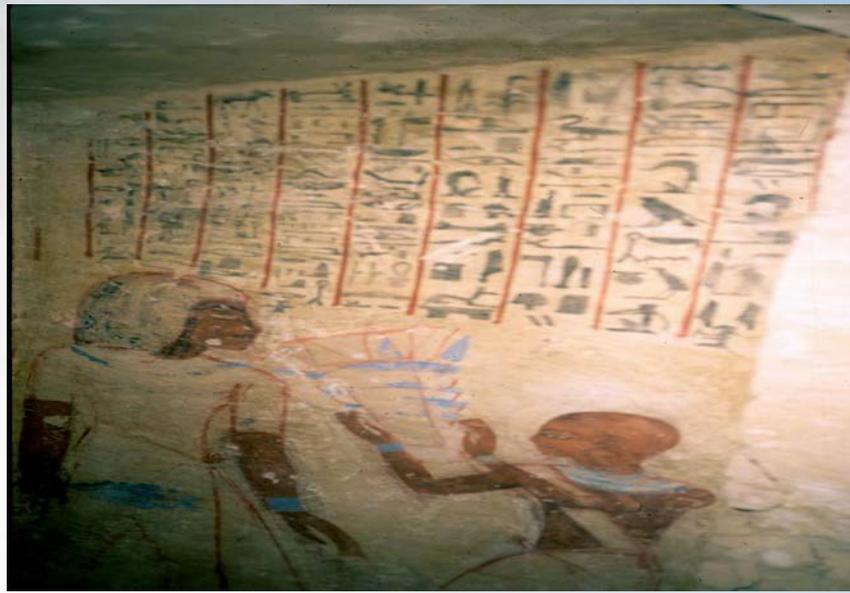
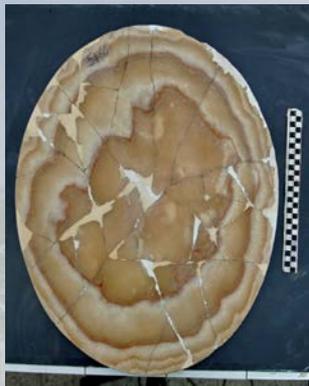


the 25th January 2011 revolution actions

hundreds objects stolen before, and during the 25th January revolution actions. Moreover, digital documentation helped the curators in quick inventories and accounting total numbers of the recorded objects at the risk time



- Documentation helped museum to account objects types, material, dimensions, date, provenance, finder.



As, It Helped a museum in its Collections management and making decisions concerning for setting Loan out policy, movement and Conservation



- **Documentation facilitated to know a position of objects, if it is in a display, Storage, or Loan out (local or international exhibition), Lap and so on .**



- Large collections that museum holds allowed to de-access its objects to many museums through Egypt to be displayed in proper exhibitions such as; Grand Egyptian museum, NMEC, Suez, Alexandria, Saqqara, Cairo Air port, Ismailia,



Users

- Documentation facilitated for the authorized users and researchers to have access to data in different ways; paper, digital , or media documentation or all of them.
- Helps to find object in collections quickly when they are needed.
- Enables the creation of inspiring and engaging services;



As digital documentation has facilitated to a museum to outreach new public in Egypt and all over world, in particularly, the researchers, and who are interested in Egyptology to visit the Egyptian museum or at least to communicate with it by e-mail to request data or digital photos .

Year	Requests	Filing	Remarks
2007	31	1	A year of starting the digital documentation project
2008	96	9	
2009	146	73	
2010	235	144	
2011	186	83	
2012	111	56	
2013	137	29	
2014	241	68	
2015	338	161	
May 2016	85	38	Starting paying fees for images

Table.1 Statistics of numbers of the foreign researchers requested to digital documentation centre in Egyptian Museum Cairo from 2007 to May 2016

Archive of Context

- Documentation increased the object values and Provided us Historical Archive and information for each object and collections which helps a museum to manage its collections for a long time.



4- Defects of EMC documentation system:

- Some objects are still unregistered in a manual or digital system because the complex procedures should be done to inventory these objects.**
- No a documentation manual for a paper based system.**
- Some register books are written in French, or English only and the others written in Arabic.**
- No agreed guidelines of list of terminology used in Arabic.**
- No updates to information of old catalogues.**
- A lot of objects without photos in register books, or new photos.**

- **No filing system or organized archive.**
- **No a web site or publications on line / or off line yet .**
- **Digital documentation is written by English only.**
- **No accurate accounting for the researchers, public or staff who are using documentation resources .**
- **There are administrative problems and conflicting duties among the different departments with less co-operative and co-ordination among them.**
- **Lack of documentation specialists.**
- **Lack of facilities and equipment.**

- Finally, Museum collections should be documented according to accepted professional standards. Such documentation should include a full identification and description of each object, with its associations, provenance, condition, treatment and present location, and this process is not optional.



Head of God Serapis R. 6882

Date : Greek period

Provenance: Saqqara

Material: Marble

Dimensions : 20 cm h

Remark: Good condition

Position: Fustat magazine

Description:

Head of God Serapis made of marble, shows him in Greek, barbed human face with moustache there are some cracks and scratches on the whole surface.

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**THANK
YOU**