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Werner Schweibenz studied information science at the University of Saarland, Germany, and the University of Missouri, Columbia, USA. His ph.d. thesis dealt with the transition of the traditional to the virtual museum. Since 2007, he works for MusIS – Museum Information System, Library Service Centre Baden-Wuerttemberg, University of Konstanz, Germany, supporting amongst others the State Museums of Baden-Wuerttemberg in all fields of museum documentation. His special interest is in cultural portals, online exhibitions and social media.

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Abstract

Use your head to save your feet. Strategies and guidelines for documentation applied by MusIS – The South-Western German Museum Network.

Since the mid 1990s, MusIS (Museum Information System), a service of the Library Service Centre Baden-Wuerttemberg (Bibliotheksservice-Zentrum Baden Württemberg BSZ) runs a documentation network for museums. Among the members are the State Museums of the federal state of Baden-Wuerttemberg and several larger and smaller institutions from other branches. MusIS hosts a wide range of services for museum documentation and management. An important goal of the network is to create high quality documentation in a consistent form that can be used for multiple purposes inside and outside the participating museums. In order to achieve this goal, MusIS established a set of strategies and guidelines for quality control in museum documentation:

- Quality measures during data migration
- Consulting in documentation
- Application of controlled vocabulary
- Rules for entering data from index cards or inventory catalogues
- Data revision

These measures, techniques, and strategies lead to a certain degree of consistency and quality of data and documentation.