

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

**CIDOC 2014 – Access and Understanding:
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MusIS – **M**useum **I**nformation **S**ystem

Application Service Provider for
archives and museums

- Technical support
- Documentation service
- Online presentation

Goal:

High quality documentation in a consistent form

How to?

Set of strategies and guidelines for quality control
in museum documentation

Why the effort?

It saves work and time in the long run!

The following measures can be taken to achieve data quality:

- Data migration – quality from the start
- Consulting in documentation
- Application of controlled vocabulary
- Rules for entering data (from index cards or inventory catalogues)
- Data revision: information check or shock

Use your head to
save your feet!

Otherwise you
have to run a
marathon
session in your
documentation
system... 😊



