

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: Networking in the Digital Era Dresden

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Jens M. Lill & Werner Schweibenz Museen, Archive und Repositorien

Introduction





MusIS – Museum Information **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! use your head to save your feet **BSZ** Bibliothek Baden-Will

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

Conclusion

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Use your head to save your feet!

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



Bibliotheksservice-Zentrum Baden-Württemberg

