

The project Authority File of names of Perugia and its area

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The project *Authority File* by Biblioteca Augusta, the State Archive of Perugia and the Archive Superintendence of Umbria, aims at the realization of an experimental instrument of reference and bibliographic control addressed to librarians, archive-keepers and historians interested in the study of Perugia area in the period prior to XIX century.

Augusta Library aims at giving a large diffusion to the project and for that purpose a text on the Web is regularly updated both in Italian and in English “Authority file of names of Perugia and its region”. The text has the following structure:

- origins of the project
- work group
- categories and catalogues identified
- stage of enhancement of works
- dictionary of data

The text is available in the sub-section “Projects” of Biblioteca Augustea site, at the url: <http://augusta.comune.perugia.it>

1. The project

In Augusta Library the necessity was felt of an authority file of names of Perugia and its region, set side by side and integrating the existing indexes, for cataloguing of modern and antiquarian documents, included in SBN since 1994, so to increase the regional pole of Umbria, but especially in activating recent research initiatives that have been realized by Augusta together with the National State Archive in Perugia and other cultural Institutions interested in local history. The initiatives are:

- the bibliographic exhibition of arts registers of Perugia
- the meeting on the scholar Annibale Mariotti
- the study day on cataloguing of manuscript cultural heritage

The exhibition “Per buono stato della citade: le matricole delle arti di Perugia”¹ was held from June 20 to September 15 2001 at Penna Palace in the City of Perugia, and was organized with the support of Senate of the Republic, by Augusta in collaboration with the National Archive and Deputazione di Storia Patria for Umbria. In that occasion it was made the cataloguing of manuscripts containing the statutes and registers of the arts preserved in their originals at Augusta and the standardization of existing descriptions relating to manuscripts not present in Perugia anymore, but of which a copy in electronic format was available. Elaboration of bibliographic descriptions made according to national and international standards stated by the national manuscripts census has involved some problems in identifying names cited in the documents and in their inclusion in MANUS procedure.

Also in 2001, in the context of the conference on Annibale Mariotti, Augusta started the cataloguing of the legacy of Perugian scholar. The legacy, composed by about 250 units dated from the XVII century, is of extreme importance for the cultural history of Perugia and there is not a detailed index of papers. The legacy, given by the City in 1867 includes also the autograph manuscript 1230, titled index of registers of the arts.

Also in this case, MANUS was used, a s/w born for medieval and humanist manuscripts, which allows the surveying of data of codicological type, but can be easily used for modern manuscripts.

In Augusta, thanks to the assistance of ICCU, the use of MANUS for cataloguing of modern manuscripts or having the features of document has produced excellent results. Texts have been treated having not only the qualification of works, but also annotations, notes, drafts, fragments and also archival documents, acts, in original or copy, official documentation of bodies and persons. These documents in libraries are usually separated from the original collection and consequently deprived of the archival bond which is part of their nature and so catalogued as bibliographic documents.

In January 2002, in order to deeply discuss the themes of the treatment of modern manuscripts, Augusta organized a day of study about cataloguing of the manuscript cultural heritage and in this context a round table “The cultural heritage in archives and libraries: aspects of cataloguing and access”, co-ordinated by Giovanna Merola, president of the permanent Commission for revision of RICA². It’s in the context of the round table that the idea arises to create a working group composed by experts of Augusta, the State Archive and Archive Superintendence of Umbria. The use of

¹ Per buono stato de la citade: le matricole delle arti di Perugia, Perugia, Volumnia, 2001

² Texts of the day of study are published in the section “Attività” of the site <http://augusta.comune.perugia.it>

catalogues of national relevance not always faces study needs, since often names which are mainly of local interest are not cited and can, on the contrary, be more easily identified by bibliographic and archival research made on site. Today archives and libraries can easily share the results of their research using computer technologies, but to create common tools of work they must discuss technologies and standards to be adopted. Conforming to standards is a process evolving at international level³ to reach common objectives and Perugia project is intended since its beginning as a useful place of experimentation.

The work group⁴ of the project had the following objectives:

1. analysis of recent cataloguing experiences at local level and realized with computer technologies
2. comparison of existing standard at national and international level for authority control of catalogue headings
3. comparison with normalization choices adopted in the project of a national Authority file
4. setting and realization of a prototype Authority file apt to the management of names cited in the documents held by institutions members of the work group

2. Selection of local projects

The work group identified as a reference nucleus a set of projects of high historical interest, whose conformation to cataloguing rules has been verified by the State Archive and Augusta Library, but also by other important national Institutions interested in Umbria and its cultural documents.

All selected projects have realized an electronic version of the results of their research:

- Inventory of the notary's legacy of the State Archive of Perugia. ASP, Notarial deeds.
- List of notaries of the registers of the arts in Perugia, derived by the database Manus created by Augusta Library

³ Tillett, Barbara "AACR2's Strategic Plan and IFLA Work towards an International Cataloguing Code"
<http://www.sbn.it/ricaaf.html>

⁴Members of the work group are: Pier Maurizio della Porta (Archivio di Stato), Giovanna Giubbini (Soprintendenza Archivistica), Francesca Grauso, Fabrizia Rossi, Claudia Parmeggiani, Paolo Renzi (Biblioteca Augusta). Il Gruppo si è avvalso della attiva collaborazione di Alessandra Zanasi, stagist at Augusta of the "Master di studi sul libro antico e per la formazione di figure di bibliotecari impegnati nella gestione delle raccolte storiche", Università degli studi di Siena – CISLAB di Arezzo

- People of Perugia Studiorum taken from the data base “Maestri e scolari a Siena e Perugia 125-1500”, realized by the university of Siena and published on the Internet at the url: <http://www.unisi.it/docentes/>
- List of Perugian publishers, taken from the data base Edit 16 realized by ICCU and published on the Internet at the url: <http://edit.16.iccu.sbn.it/>

The work group has also selected some printed texts and manuscripts, that were agreed to be a reliable reference source to start a project for Perugia and its area:

- G.B. Vermiglioli, Biografia degli scrittori perugini e notizie delle opere loro, Perugia, Bertelli e Giovanni Costantini, 1829
- Arrighi, Notizie di famiglie perugine, mss. BAP 1548-57
- C. Alessi, Elogia civium perusinorum, mss. BAP 1202 1205; idem ed. Fulginae, apud Augustinum Alterium, 1635

3. Comparison between national and international cataloguing rules

The work group, following the suggestions emerged from the round table in January in Perugia, decided to concentrate analysis on problems related to name entries in catalogues.

The first stage of work consisted in compiling a reference list of rules adopted by libraries and archives, that the group had recognized as authoritative sources for transcription of name in the authority file that will be realized in Perugia.

- Regole italiane di catalogazione per autori, Roma : ICCU, 1979
- Guida alla catalogazione in SBN. Pubblicazioni monografiche e in serie, Roma : ICCU, 1995
- Guida alla catalogazione in SBN, Libro Antico, Roma : ICCU, 1995
- Guida a una descrizione uniforme dei manoscritti e al loro censimento, Roma : ICCU, 1990
- ISAD (G) : norme generale et internationale dedescription archivistique, Ottawa, 2000
- ISAAR (CPF) International Standard Archival Authority Record for Corporate Bodies, Persons and Families. Final version approved by Consiglio Internazionale degli archivi. Parigi, 1995⁵

⁵ The document in rtf is at address http://archivi.beniculturali.it/Divisione_V/isaar/isaar_cpf.htm

RICA were considered a useful reference for name forms, also for those cited in archival documents or manuscripts. Some criteria indicated in RICA are also difficult to apply in this context when they rule the form of names:

- the name “with which is mainly identified in the editions of his works in the original text”
- “the name usually used in publications is to be preferred even though it is not the real name or the name in the original form

As an example many famous people cited by C. Alessi in manuscripts and printed texts appear with different forms, a person is named with different forms in one manuscript, and reference works or printed texts that can be a valuable reference are lacking.

SBN Guides were considered a good reference for punctuation, characters and codes to assign to authority records

The study of archival rules for documentary materials (ISAD) and for description of producing bodies (ISAAR) showed the importance also in this context of the authoritative identification as a tool of control of the entries of a collection.

International rules taken into consideration are:

- IFLA, *Direttive per le voci di autorità*, ed. it. A cura di ICCU, Roma : ICCU, 1993
- IFLA, *Guidelines for Authority record and reference*, Munchen : K.G.Saur, 2001
- UNIMARC Manual, *Authorities Format 2nd revised and enlarged ed.*, Munchen : K.G.Saur, 2001

1993 and 2001 GARR were analysed for division in areas of authority entries and cross-references and were chosen as a reference for elements to be included in authority records of names cited in archive, manuscripts and printed documents and for conventional punctuation to be adopted in the transcription.

UNIMARC Authorities Manual provided extremely interesting hints for treatment of **families** as typologies of additional entry as referred to personal names and bodies and not present in the international rules for treatment of authors.

4. Normalized choices adopted in the project for the creation of a national Authority File.

SBN Authority File⁶ was studied both through the documentation produced after work and through direct research in the database hosted by SBN Index in the functions of query, creation, correction and deletion of data⁷. ICCU laboratory for Bibliographic control offered its help for the solution of questions of the Perugian group mostly derived from new problems emerging from treatment of names cited in archive documents and manuscripts.

It is known that ICCU with Project of exploitation of SBN Index, started in March 2001 and finished at the end of 2002, has activated an experimental stage of SBN national Authority File in conformity with current national rules, that are however still under revision by Permanent Commission for RICA revision⁸. On the contrary, the Perugian project, being a place of experimentation, has realized on a prototypal basis some solutions that are not always in complete conformity with national standards, but which are believed to be useful in this stage of works to solve problem of identification of a name cited in documents, but not present in authoritative catalogues or other known published documents.

5. Structure and realization of the Authority File database

The work group on the basis of documentation analysed and of national projects realized has defined the dictionary of data that compose an authority record in the prototypal database. Entry record currently includes 3 different typologies:

- Personal name
- Body name
- Family

Every record is composed by the elements:

- *identification number*: identifies without ambiguity the record
- *date of cataloguing*: states the date of creation of record in the database
- *country code*: based on the ISO standard 3166-1993 used also in SBN
- *agency*: states whether a national agency is responsible for entry
- *type of name*: based on SBN codes
- *form code*: states as in SBN whether a form is accepted or is a variation

⁶ see .Bonanni, Laura “La progettazione e l’avvio dell’Authority file nazionale nell’Indice SBN” <http://www.iccu.sbn.it/ricaaf.html>

⁷ ICCU, Progetto di valorizzazione dell’Indice SBN, 2002

⁸ Magliano, Cristina “La Commissione RICA e la sua attività” <http://www.sbn.it/ricaaf.htm>

- **level of control**: states what is the level of control applies to the record, with the values minimum, medium (checked by Augusta and State Archive), high (checked by the whole Work group), maximum (entry made by a national agency)
- **source**: of cataloguing, states the rules applied to the record: RICA, SBN, ISAR, ISAD (G), ISAAR (CPF)
- **name**: is the transcription of entry according to punctuation stated by SBN
- **dates**: chronological specifications are always indicated even when dates to solve homonymy are present in the transcription of the entry
- **informative notes**: give information according to what stated by GARR
- **cataloguing notes**: give information according to what stated by GARR
- **bibliography**: quotation of catalogues and other published and unpublished sources from which the form of name has been derived. The complete list of catalogues used by the Work group and structured by categories is published in the Web pages of the project, that Augusta keeps up to date. Bibliography has to be given in a synthetic form also in the informative notes
- **relation code**: states the area of activity mainly carried out and helps in the identification of name. A list of categories is under construction.
- **link name**: codifies links between an accepted form and a variation, but also an inclusion link (includes, is part of) and an historical link, very useful in treatment of family entries. Inclusion codes and historical codes at present are not active and indications are given in the informative notes.

Data indicated in bold are still under discussion by the work group and differ from current choices by the national Authority file. In particular, link codes have been recently introduced and it's being studied a network of links used by Bibliothèque nationale de France⁹.

Realization of the Access database was made by Augusta Library, which also started the input of names using the online function of creation of records and automatic charging of electronic tables. At the moment over 2.000 names have been put in taken from "G.B. Vermigliani, Biografia degli scrittori perugini e notizie delle opere loro, Perugia, 1829", "A. Arrighi, Notizie di famiglie perugine, mss. BAP 1548-57", "A. Alessi, Elogia civium perusinorum, mss. BAP 1202 e 1205; Idem ed. Fulginia Alterium, 1635" and derived from database "Edit 16", "Maestri e scolari a Siena e Perugia 1250-1500" and MANUS for notary registers and names of the arts. The State Archive is

⁹ Bourdon, Françoise « Les fichiers d'autorité de la Bibliothèque nationale de France: structure, mise à jour, diffusion » <http://www.sbn.it/ricaaf.html>

elaborating a table composed by 3.000 quotations of Perugian Notaries, that will be soon acquired in the database.

It's at an advanced stage of realization a Web version of the Authority File, that allows a free access for query to all Internet users that will connect at the address of Augusta: <http://augusta.comune.perugia.it> ;

The Web version of the Authority File has also a function of creating record, that will be addressed to authorized users of Augusta. The work group in fact intends to extend the project to cultural institutions of the town, that will adopt the defined rules and co-operate in the management of the File, creating new records and operating in the existent records to make this instrument a service for historic research as well as a project of shared cataloguing.