

## II. Information Building and Sharing

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### 1. Categories of information building and sharing activities

NRICH has engaged in information building and sharing activities for the protection of intangible cultural heritage (ICH). The activities are categorised into five types: 1) documentation, 2) construction of a database and archives, 3) digitisation, 4) publication and dissemination of relevant documents, and 5) others (including the organisation of an ICH photo exhibition). Detailed descriptions of each activity follows;

#### Documentation

Since 1995, NRICH has made and preserved documents and recordings concerning 126 elements designated by the state as important ICH, as stipulated in Article 33 of the Cultural Heritage Protection Act. The records feature the entire process of bearers performing skills or exercising artistic talents, along with the description of their activities to conduct education for transmitting the skills or talents to future generations. Records are made through images, photos, and texts. They have evolved or developed with the change in the related technology, which is represented in the final products. Through this process, records are produced in the form of images, photos and books. Since 2000, NRICH has extended the scope of matters to be recorded into non-designated ICH elements, such as shamanistic rites as well as rituals at both private and public Confucian local academies.

#### Construction of a database and archives as well as digitisation

Final products of documentation are classified into images, photos, and texts. Details of the production are described in the Guideline on the Standard Data Production of the Cultural Heritage Documentation Project.

Images: original mater tapes, copies for preservation and public dissemination, digital files for preservation and public dissemination (DVD, avi, mpeg, wmv, etc.)

Photos: digital files for still photos (tif, jpeg)

Text materials: digital files of texts and others (hwp)

The Research Division of ICH of NRICH is responsible for giving the detailed information on final products, such as size, metadata, and intellectual property rights according to the NRICH Archive Rules, and then it transfers the information management-related work to the NRICH Archives.

#### Publication and dissemination of materials

To enhance the general public's awareness of ICH, NRICH has developed and disseminated various publications on ICH. Released under the CHA Publication Guideline, every publication features NRICH's documentation projects and results of several surveys and research activities. Documentary books give especially detailed information on the history and cultural value of ICH, and they describe the entire process of bearers performing the technical and artistic skills. They have been used not only for future generations as teaching materials but also for the general public as basic information on ICH. Most publications are not for sale. Sometimes, rights to produce and sell the publications are temporarily transferred to outside professional, commercial publishers. NRICH has disseminated the publications free of charge through relevant institutions as well as national and public libraries all over the country. NRICH has also provided an online service at <http://portal.nricp.go.kr> in which one can download the original texts.

#### Others: ICH documentary photo exhibitions

NRICH organised the ICH photo exhibitions in 2009 and 2010. The exhibitions were held in Seoul, Daejeon, and Ulsan. Photographers who had been engaged in the ICH recording projects undertaken by the NRICH were invited; the exhibitions provided an opportunity for the general public to be better informed about ICH.

## **2. Guidelines on information building and sharing in NRICH**

#### Documentation

NRICH published the ICH Documentation Guidebook in 2010 to ensure the systemic implementation of ICH documentation, based on experiences accumulated through several documentation projects over the past few years. The guidebook details the purpose and policy directions and gives information on prior checklists, issues regarding field recording, matters to be documented, field recording, and editing. For more details, refer to the following records:

- A. original copies of books
- B. NRICH Intellectual Property Rights Guideline

#### Construction of a database and archives

The application of guidelines on constructing databases and archives is not restricted just to ICH, but also to activities for building and sharing information on all types of cultural heritage. The guidelines are made according to the Regulation on Cultural Property Documentation of CHA (legislated in 2007) and the NRICH Archive Rules (legislated in 2009). Final products of the activities are made, managed, constructed, and used according to those regulations. More details are found in the following materials:

- C. Rules on the Management and Utilisation of Cultural Heritage Documentation Project
- D. Guidelines for the Standard Data Production of the Cultural Heritage Documentation Project
- E. NRICH Archive Rules
- F. NRICH Guidelines for Production of Research Materials

#### Publication and dissemination of materials

Matters on publication and material dissemination are also defined in the CHA Publication Guideline (2008). Final products of information activities are edited, printed, disseminated, and registered according to the guideline. For more details, see the following materials:

- G. CHA Publication Guideline

NRICH has conducted projects constructing databases and archives, and information on ICH is mostly gathered through the fieldwork and documentation as well as donation.

Detailed descriptions on indexed materials in the archives can be provided by focusing on the final products from the important ICH documentation project undertaken by the NRICH, a typical project related to ICH.

Final products are mostly categorised into images, photos, and publications, with each product being managed by inventories that are made depending on the type. Details of the indexes are as follows:

Images: management number, title of elements, main actors (including bearers), production date, running time of recorded video, place of recording, and producer

Photography: management number, title of elements, bearer, period of documenting, the time and place of the photo shoot, and the size of the photograph

Publications: management number, title of books, authors, photographers, publication date, page numbers, and size

Guidelines on production, management, and intellectual property rights of the research materials are legislated according to the NRICH Archive Rule and the NRICH Intellectual Property Rights Guideline.