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Architecture Museum Archives Collection Management Research

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1. Introduction

Recently, as the construction of urban architecture museums is being promoted in full scale, the necessity of summarizing the standards and procedures of the various business processes to be considered in the collection and management stages for building documentary has been raised. At the same time, collection and management work has been progressed for architectural documentaries from various organizations and organizations whose importance for various architectural documentaries has been recognized. As the representative institution of the National Museum of Contemporary Art, Mok Chong Kim / Jong Shik Cultural Foundation, it mainly focuses on architects. We have been conducting research related to architectural documentary and urban architecture museum continuously from the site of the Urban Urban Space Research Institute, but mainly focused on policy necessity and direction. In this research, we will consider the direction of the policy of collecting and managing architectural documentary, considering policy objectives and collection strategy of urban architecture museum, and want to consider matters that may occur in practical process in advance.

2. Urban architecture museum, architectural documentary Previous study

□ Urban architecture museum previous study

Prior research focused on policy orientation related to the construction of the museum. In the process of progress, we examined the default direction through the Steering Committee, which involved departments in the city and building fields and

academic experts. Through this process, the setting of the basic direction, but the primary material that can show the uniqueness of the institution is in a situation where it is not selected, and further research on this is necessary. In addition, concerns about redundancy between part of the contents of the urban and building fields are also presented, as the National Development and Exhibition Hall, which mainly focuses on the national land development process, is preparing to open, Consideration is necessary.

□ Documentary management prior research

At the time documentary management research was done, there were no diverse cases for domestic architectural documentary management at that time in 2009. A study on the colonial period documentaries of the National Recording Institute was held. However, since then, through the Mokcheon Cultural Foundation and the National Museum of Contemporary Art, various documentaries have been collected and managed cases. In the early stage of the project, time was required to organize its own methodology, considering the nature of each agency, and from the time the project advanced by about 5 years about each agency, information by each agency I arrived when I exchanged.

Documentary management is primarily utilized and priority is given to homepages etc. at the service level, but the field of collection for securing unique contents is insufficient situation.

□ Differentiation from previous research of this research

In this research, first, it is necessary to materialize the object of collection through realization of the collection policy of the existing urban building museum. We will materialize the data to be collected in the current status of each institutional collection and the method for securing the holdings. Secondly, it is necessary to consider practical operational procedures with collection and management policies. (Process, major consideration, etc.) of the direction of the business manual to be considered at the stage of policy realization.

3. Architecture Archives Collection

The National Archives of Korea, the National Museum of Korea, the National Museum of Contemporary Art, the Seoul Museum of History, the Cultural Intelligence Agency of the National Asian Cultural Complex, the Cultural Heritage Administration, and the Mokcheon Kim Jung Sik Cultural Foundation are examples of institutions that manage architectural records. Each institution differs slightly depending on the purpose and specificity of the establishment.

- Review criteria for selection of collection objects

In reality, in order to review the collection target data, it is necessary to consider both the compatibility with the 'institutional management policy' of the city architecture museum and the 'possibility of collection' of data, and the 'urgency' .

The institutional management policy needs to be formulated through specific operational stages. At the present time, when considering the vision of the urban architecture museum, which was presented in the previous research, the 'National Urban Architecture Museum' 'It is a necessary material for the understanding of Korean city architecture'.

- The Temporal and Target range of the objects to be collected

In order to specify the range of objects to be collected, the area is divided into architecture, city, and country. In the precedent study, "History" was proposed as a chronological exhibition space covering the whole from prehistoric times to modern times in the symbolic aspect of the first urban architecture museum. However, it should be reviewed at the level that provides overall flow through the chronological table rather than the collection of artifacts representing each age. Therefore, the major objects of urban architecture museums can be limited to the modern and contemporary areas of architecture and city.

- Collection

Collection is a process of judging whether to collect for architectural documentary, transferring documentaries, receiving intention to donate materials according to goals and directions. Generally, collecting work involves gathering

planning related lists etc. Including cleanup procedures. Since then, it has been brought in to the institution, work such as granting metadata for preservation processing and utilization is done.

4. Architecture Archives Organize and manage

- Urban architecture museum construction record management and management strategy

In relation to the function of the urban architecture museum, it is mainly related to the function of 'chief' and 'maintenance and restoration'. We will review how to organize the collected data and how to effectively manage it for exhibition, publishing, etc. in the future utilization stage. Organizing and managing strategies can be distinguished between analog and digital.

- Organization and management

The summary work is the stage of unifying data and systematizing relationships based on acquired data collected. The administrative work is a process of processing so as to be able to minimally damage and preserve the original data. The preservation processing work for circular preservation requires work by professionals with expert knowledge and it is necessary to provide another facility or consideration for cooperation with specialized agencies, so books Research was focused on digital preservation processing (scanning) rather than physical preservation processing.

5. Conclusion and Future Tasks

- Annual Planning of Urban Architecture Museum

According to the previous research, the management personnel will be organized from 2020, the opening preparation and trial operation will be started from 2018, and the preparation period will be 2017. The preparation committee will be established to promote construction, exhibition planning, As shown in FIG. In other

words, during the preparatory period, it is necessary to improve the operational capacity before opening the exhibition by conducting preparations for opening, planning, and research, focusing on data collection and exhibition management personnel.

- Collection and management of architectural records Management plan for each year

Therefore, it can be divided into the stage of operation of the construction preparation team and the stage of establishment of the operating organization, which are before the establishment of the operating organization, in terms of the preparation stage prior to the opening of the city architecture museum. And the business and policy discussed above are as follows. In addition, the target quantity of the collection materials at the time of opening of the urban architecture museum, which was presented in the preliminary feasibility study of the National Museum Complex, was suggested to be 10,294 points based on the case of the Seoul Museum of History and the purchase cost of relics of 21.4 billion won.

This study was carried out in the concrete process of construction of urban architecture museum in national museum complex. This is a follow - up study of the contents development and exhibition plan study of urban architecture museum in a timely manner, and it is a preparatory study to anticipate the policy demand of the Ministry of Land, Transport and Transport in relation to collection of contents of urban architecture museum in the future.

- Steps in the construction preparation team operation (2017 to 2019): the timing of preparation for data collection
 - Study progress of major collections and collection organizations through collection planning research
 - Construction also suggested company chronology, major people and project list, primary documentation through literature survey of collection materials, visit to major holdings and institutions Progress of research (3 years)
 - Promotion through establishment of visibly progressive progress such as publication of data collection based on collection materials of public sector

- Promotion of collaborative projects between architectural documentary collection management agencies
- Manual production and establishment of metadata standard proposal
- Construction and operation of the opening preparation committee
- Operation organization decision stage (2020 – 2023)
 - Full-scale data collection and overview Observation of previous relics, securing and operation of temporary storage box
 - Collection organizations based on materials mainly constructed, progress relic donation movement proceedings of collections
 - Progress of project exhibition, research support project utilizing primary construction materials
 - Preparation for operation of architecture documentary preservation processing center
 - Securing specialized talent and preliminary business progress

The purpose of this study is twofold in the direction of policy and practice in relation to the collection and management of architectural records. First, the policy of the city museum of museums to collect the materials to be specified in the materialization. Second, in relation to the practical work, we organized the work to proceed to the stage of the work manual with reference to the case of business conducted after the previous research in 2009.

Keywords: Architecture Museum, Archives Collection, Management