

67. ARCHIVAL AND LIBRARY ECONOMYⁱ	
Second Level	
Department of History, Archaeology, Geography, Performing and Fine Arts (SAGAS)	
Course Coordinator	Annantonia Martorano
Executive Committee	Irene Ceccherini Teresa De Robertis Pierluigi Terenzi Annantonia Martorano Valentina Sonzini Rossana Morriello
Contact person for information regarding course organization, the schedule of classes and course content	Valentina Sonzini valentina.sonzini@unifi.it
Practical-professional profile of the course and reference job market	<p>The course aims to encourage reflection on the contents and methods of analysis and indexing of archive documents and manuscript, printed and digital library resources by providing solid training to those interested in research and management of public archives and libraries and private individuals, as well as working in archival and bibliographic agencies.</p> <p>The skills acquired can be used in the field of high qualification of Italian and international archival, bibliographic, librarianship and codicological studies. The course will also provide staff working in archives, libraries and cultural institutes with the opportunity to update and perfect professional and scientific skills.</p> <p>To this end, the training activities will be divided into frontal (and sometimes remote) lessons, exercises and seminar activities. The latter will serve to develop the critical and expository skills of the students.</p> <p>The master includes 10 exams worth 6 credits. The methods of verification of the teachings are entrusted, on an ongoing basis, to oral and written exercises, and to a final written paper.</p> <p>At the end of the course the students will have acquired knowledge relating to the inventorying, cataloging and metadating of archival archival documentation, and manuscript, printed and digital resources.</p>
Admission requirements	<p>Master's or single-cycle degree obtained according to the provisions of the Ministerial Decree n. 270/2004 or specialist degree pursuant to Ministerial Decree n. 509/1999 or previous regulations.</p> <p>The possibility of admission of candidates in possession of qualifications other than those indicated, provided they have a curriculum vitae et studiorum that documents qualified competence in the subjects covered by the master's degree, submitting the evaluation to the Commission (which must be appropriately motivated).</p>
Admission procedure	Selection based on qualifications combined with a selective test. The test will consist of an interview aimed at ascertaining the knowledge and skills of the candidates.
Duration	24 months - biennial
Teaching methods	In-person
Language the course will be delivered in	Italian
Verification of knowledge of the language in which the course is delivered	Foreign students are required to have a level of knowledge of the Italian language equal to B2, to be ascertained by the Organizing Committee through an interview via G-Meet or by presenting appropriate linguistic certification.
Attendance requirement	2/3 of the total hours of each course

Course location	Classrooms Department SAGAS
Foreseen lecture days	Lessons take place approximately one week a month from Monday to Friday starting in January
Exam procedures and schedule	<p>The methods of verification of the training activities consist of exams with a mark expressed out of thirty and possible mention of honors or with a judgment of suitability in the cases foreseen and communicated to the Student Administrative Secretariat by the Master's Coordinator.</p> <p>The credits foreseen for the internship are attributed to the student upon certification from the Master's Coordinator, who will specify that the internship was carried out regularly.</p>
Final exam	The final test consists of the presentation of a written paper which is presented before the Commission.

Available places and enrolment fees	
Full-fee students	
Minimum number	10
Maximum number	44
Extra UE	5
Enrolment fee	4, 500 Euros for the entire course
Single modules	
Maximum number	4
Enrolment fee	82,70 Euros/CFU

Description of the activities and training objectives of the internship	<p>Internships - lasting a total of 300 hours, which can be reduced to 150 for those already works in the sector - have the aim of putting the knowledge acquired into practice during theory and classroom seminars. The goal is to provide learners the opportunity to deal with specific working contexts, such as libraries and archives, where you can learn the management and operational systems of daily work with documents, printed books and manuscripts.</p>
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ⁱ This document is a translation of the form A.1 relating to the characteristics of the course attached to the Decree of the Deputy number 848 (record 153310) of 2th of July 2024, drafted in Italian and issued on the Master | Didattica | Università degli Studi di Firenze | UniFI and which therefore constitutes the only official document. This English translation cannot be used for legal purposes and has the sole purpose of supplying information in English on the content of the public notice.