

70. ORGANIZATION AND MANAGEMENT OF ARCHIVES, CATALOGING, AND METADATA OF MANUSCRIPT, PRINT, AND DIGITAL RESOURCES¹	
Level II	
Department of History, Archaeology, Geography, Performing and Fine Arts (SAGAS)	
Course coordinator	Mauro Guerrini
Executive Committee	Irene Ceccherini Teresa De Robertis Laura Giambastiani Annantonia Martorano Valentina Sonzini
Contact person for information on teaching organization, class schedule, and course content	Valentina Sonzini valentina.sonzini@unifi.it
Practical-professional profile of the course and industry sector of reference	<p>The course aims to foster reflection on the content and methods of analysis and indexing of archival records, and manuscript, printed, and digital library resources by providing solid training for those interested in research and management of public and private archives and libraries, as well as work in archival and bibliographic agencies.</p> <p>The skills acquired may be used in the highly qualified field of Italian and international archival, bibliographic, library, and codicological studies. The course may also provide tenured staff in archives, libraries, and cultural institutions with the opportunity to update and refine professional and scientific skills.</p> <p>To this end, training activities will be divided into lectures (and sometimes remote), tutorials, and seminar activities. The latter will develop the students' critical and presentation skills.</p> <p>The master's program includes 10 exams of 6 CFUs. Assessment relies on midterm oral and written exercises and a final written paper.</p> <p>By the end of the course, students will have acquired knowledge related to the inventorying and cataloging, and metadata of archival records, and manuscript, printed and digital resources.</p>
Access prerequisites	Master's degree or single-cycle degree awarded according to the system under Ministerial Decree No. 270/2004 or under Ministerial Decree No. 509/1999 or previous systems.
Admission procedure	Selection by qualifications combined with a test. The test will consist of an interview designed to ascertain the candidates' knowledge and skills.
Duration	24 months - two years
Teaching methods	in-person classes
Language of instruction	Italian
Attendance requirements	2/3 of the total hours of each course
Location of the course	SAGAS Department Classrooms
Foreseen lecture schedule	Classes are held approximately one week per month, Monday through Friday, starting in January
Examinations procedures and schedule	The assessment consists of examinations with a grade expressed in thirtieths and possible mention of honors, or with a pass/fail grade in some cases, and communicated to the Student Administrative Office by the Coordinator of the

	<p>Master.</p> <p>The credits provided for the internship are awarded to the student upon certification by the Master's Coordinator that the internship has been duly completed.</p>
Final examination	The final examination consists of a written paper that is presented before the committee.

Available places and enrolment fees	
Full-fee students	
Minimum number	10
Maximum number	40
Enrolment fee	€4,500 for the entire course.
Single Modules	
Maximum places	4
Enrolment fee	€82.70/CFU

Description of the activities and training objectives of the internship	The internships - for a total of 300 hours that can be reduced to 150 for those already working in the field - are intended to put into practice the knowledge acquired during theory and classroom seminars. The goal is to allow learners to engage with specific work contexts, such as libraries and archives, where they will learn the management and operational systems of daily work with documents, printed books, and manuscripts.
--	---

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 873 (record 158006) of 25th of July 2022, 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.