### 70. ORGANIZATION AND MANAGEMENT OF ARCHIVES, CATALOGING, AND METADATA OF MANUSCRIPT, PRINT, AND DIGITAL RESOURCES

#### Level II

**Department of History, Archaeology, Geography, Performing and Fine Arts (SAGAS)**

<table>
<thead>
<tr>
<th>Course coordinator</th>
<th>Mauro Guerrini</th>
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| 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**

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. 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.

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.

The master's program includes 10 exams of 6 CFUs. Assessment relies on midterm oral and written exercises and a final written paper.

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.

**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
Master.
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.

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<thead>
<tr>
<th>Final examination</th>
<th>The final examination consists of a written paper that is presented before the committee.</th>
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### Available places and enrolment fees

<table>
<thead>
<tr>
<th></th>
<th>Full-fee students</th>
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</thead>
<tbody>
<tr>
<td>Minimum number</td>
<td>10</td>
</tr>
<tr>
<td>Maximum number</td>
<td>40</td>
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<tr>
<td>Enrolment fee</td>
<td>€4,500 for the entire course.</td>
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**Single Modules**

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<th>Maximum places</th>
<th>4</th>
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<tbody>
<tr>
<td>Enrolment fee</td>
<td>€82.70/CFU</td>
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### 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.

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1 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.