

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

Level II

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

Course coordinator

Mauro Guerrini

STUDY PLAN

Subject	Academic Discipline	CREDITS
Contemporary Archival Pathway		60
1st Year		
Archival Methodologies	M-STO/08	9
Institutions of Ecclesiastical Archive-keeping	M-STO/08	6
History of archives in modern and contemporary times	M-STO/08	6
Special Archive-keeping (Mod. 1. Health archives - Mod. 2. the archives of madness: methodologies and treatment)	M-STO/08	3+3
Archives and Research (Mod. 1. Historical Methods and Research - Mod. 2. Business Archives)	M-STO/08	3+3
2nd Year		
Applied Archive-keeping	M-STO/08	9
Computer document management	M-STO/08	6
Applied Information Technology for Archives	M-STO/08	6
Contemporary Archive-keeping: Information systems	M-STO/08	6
Modern Library Science Pathway		60
1st Year		
Metadata	M-STO/08	6
Conceptual models: from FRBR to IFLA LRM	M-STO/08	6
Cataloging Theory	M-STO/08	6
Authority Control	M-STO/08	6
Cataloging Codes and Metadata Standards	M-STO/08	6
Cataloging the ancient printed book	M-STO/08	6
2nd Year		
Bibliographic universe and publishing	M-STO/08	6
Subject indexing theory	M-STO/08	6
Subjectification	M-STO/08	6
Classification theory and techniques	M-STO/08	6
Ancient Library Science Pathway (Codicological)		60
1st Year		
Metadata	M-STO/08	6
Conceptual models: from FRBR to IFLA LRM	M-STO/08	6
Cataloging Theory	M-STO/08	6
Authority Control	M-STO/08	6
Cataloging Codes and Metadata Standards	M-STO/08	6
Cataloging the ancient printed book	M-STO/08	6
2nd Year		
Bibliographic universe and publishing	M-STO/08	6
The writing of books in the Middle Ages and the Renaissance	M-STO/09	6
Principles of manuscript tradition history	L-FIL-LET/13	6
Cataloging the ancient printed book	M-STO/09	6

Subject	Academic Discipline	CREDITS
Total credits for face-to-face teaching		60
Practical activities/seminars		14
Internship		25
Final examination		21
Total credits		120

SINGLE MODULES

Subject	Academic Discipline	CREDITS
Contemporary Archival Pathway		
1st Year		
Archival Methodologies	M-STO/08	9
Institutions of Ecclesiastical Archive-keeping	M-STO/08	6
History of archives in modern and contemporary times	M-STO/08	6
Special Archive-keeping (Mod. 1. Health archives - Mod. 2. the archives of madness: methodologies and treatment)	M-STO/08	3+3
Archives and Research (Mod. 1. Historical Methods and Research - Mod. 2. Business Archives)	M-STO/08	3+3
2nd Year		
Applied Archive-keeping	M-STO/08	9
Computer document management	M-STO/08	6
Applied Information Technology for Archives	M-STO/08	6
Contemporary Archive-keeping: Information systems	M-STO/08	6
Modern Library Science Pathway		
1st Year		
Metadata	M-STO/08	6
Conceptual models: from FRBR to IFLA LRM	M-STO/08	6
Cataloging Theory	M-STO/08	6
Authority Control	M-STO/08	6
Cataloging Codes and Metadata Standards	M-STO/08	6
Cataloging the ancient printed book	M-STO/08	6
2nd Year		
Bibliographic universe and publishing	M-STO/08	6
Subject indexing theory	M-STO/08	6
Subjectification	M-STO/08	6
Classification theory and techniques	M-STO/08	6
Ancient Library Science Pathway (Codicological)		
2nd Year		
The writing of books in the Middle Ages and the Renaissance	M-STO/09	6
Principles of manuscript tradition history	L-FIL-LET/13	6
Cataloging the ancient printed book	M-STO/09	6

ⁱ This document is a translation of the form A.2 relating to the study plan 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.