

HISTORY, THEORY AND TECHNIQUES OF CATALOGUING IN THE UNIVERSITA' DELLA TUSCIA-VITERBO BETWEEN 1992 AND 2005: A REPORT

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1. *Statutory introduction.* Since the institution of the Faculty of Conservazione dei Beni Culturali, in the ambit of the curriculum called “archivistico-librario”, is foreseen the teaching of Theory and techniques of cataloguing and classification (Rector’s Decree, December 19th 1989, title V, art. 31) but it becomes productive only since the 1992/1993 academic year, when the teacher that already have the teaching of Bibliology – since the Faculty’s birth (1990) – asks for a change of syllabus.

2. *Programs.* Since 1992 until today, the chair of Theory and techniques of cataloguing and classification has had examination’s prospectus made by some tools to study and to apply cataloguing knowledge during the lessons, and some books considered teaching’s cornerstone. We need to consider that the subject we have discussed has recently become an university syllabus, so often there are not publications for the different arguments we discussed, and on the other side we have to think about the fact that just nowadays the publishing business field has made some librarianship publications which are able to confront the different sides of this subject. These reasons imply that cataloguing syllabus are used to refer to the “tools of one’s trade”, source of reference through which we learn techniques, and work out theories we have learnt.

Just go on specifically. The first year syllabus of Viterbo’s chair seems shorter than before.

During the 1992/1993 academic year the general part tends to give an introduction to the subject through the study of one of the historical manuals we talked about before, Serrai’s *Le Classificazioni* whereas the monographic part shows how to analyse and describe the ancient catalogues of Italian libraries; the second part of the course foresee some instruments that will be given during the course of the lessons, as described standards for the cataloguing, whether of general cataloguing, or ancient books and periodical magazine’s articles of that field able to amplify the visual given during the lessons. If this instruments are part of the monographic course, also for the general part is necessary the learning of the concept shown on Serrai’s publications, learning which is complementary to the knowledge of some rules and theoretical

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instruments to use in a powerful way semantic cataloguing: “controlled dictionaries” and cataloguing systems, used in Italy and abroad. It’s important to underline how the dichotomy of the semantic cataloguing and of the describing cataloguing is apart in every chair’s course, such as inside the formal description are discussed whether the ancient side or modern one, and in modern one we have gradually an evolution tending to amplify the perspectives to electronic and multimedia resources.

The following 1993/1994 academic year re-propose the previous year program, amplify the monographic part by the presentation of themes concerning literature, through the study of *La pratica del leggere* written by the same holder of the chair; that book propose a view above reading practices and offer an unusual angularity of a subject often away from book’s disciplines. Like the past year, aid’s materials are distributed to the students during the lessons. During the 1994/1995 academic year the program was really amplified: general part and monographic course remained unspoilt, but in the *Guida dello Studente* is specify that the candidates, during the exam, will orientate oneself by reading the tables of Dewey’s decimal classification, and by reading the *Soggettario*, the instruments that we introduced at the beginning of the section, any-way is necessary remember that in this case is simply expound a habit started since the first year: the direct use of the cataloguing instruments used in all the Italian libraries employed during the daily work of cataloguers and librarians, to prepare pragmatically the future professional men and women.

The practice side is borne by publications fit to strengthen theoretical basis; are proposed explicative books to use the same instruments directed either to the explanation of the conceptual method of Dewey’s classification and the sequent use of the system, or publications concerning the history of classification and model’s evolution during the centuries, among recommended readings is also present the particular side of *Storia della lettura* with the publication indicate as exam’s book in the previous year.

During this year the traditional course of Theory and techniques is supported by the practices course about Research and bibliographic techniques on ancient book made by the researcher M. Rossi, and this course is considered an important part of the main teaching. The way of support the main lecture with some exercises will be almost always used, and will nourish that side of professional and practical preparation we talked about before.

In 1995/1996 the program has not changed much, the monographic course is about catalogues and classification’s ways that were used during Eight-hundred in Italian libraries; the knowledge of semantic and cataloguing instruments is requested, for example *Soggettario* and Dewey, supported by the study of publications about History of classification concerning the reading practice; the piece of new of this year is the introduction, in the program, of books only concerning librarianship or bibliography and, on cataloguing side, the deepening of techniques inherent to ancient book’s treatment.

In 1996/1997 the monographic course undergoes another evolution and the title of the course becomes: *Theory and practices of book’s cataloguing, classification, and librarian position between ’700 and ’800*; the course is supported, as before, by some practices which are a very

important part of the same course. The program became full of a lot of publications, and some of them must be read by the students before exams, and in these readings we can find a publication of the teacher in *Beni culturali. Ricerca, Didattica. Profili professionali*, edited by the Department of Historical subjects of Naples' University, called *Metodi e criteri di stratigrafia bibliotecaria*. Indexing and catalogue as instruments of information; an essay by Gianna Del Bono concerning the library's catalogue of the collection Diomede Bonamici from the Biblioteca Nazionale di Firenze, another historical and cataloguing contribution by M. Rossi; an article from librarianship side by Giovanni Di Domenico about the organization of collections in an university library; a very important publication, the Petzholdt one, interesting for the historical perspective offered in the introduction of librarian and cataloguing techniques which were used in the past; and also some articles edited on "Culture del Testo e del Documento" concerning the catalogue of the king of Naples' private library and the catalogue of the Biblioteca palatina mediceo lotaringia. To getting through the exam, is necessary to gain the knowledge and interpretation of Dewey's decimal classification and of the *Soggettario*.

1997/1998 does not show differences compared to previous year, whether referring to the publications we discussed, or referring to exercises. During following year (1998/1999), monographic course is concentrated on reading themes, books are shorter, we haven't got the different readings that have to be decided according to the teacher, whereas we come back to different publications previous chosen on a specific list. The practices become richer with the final year students' course, an exercises course that will support the chair of Theory and techniques, opened both to the final year students of the course, and to the students of similar subjects (Restoring of book, Bibliography, Librarianship, Bibliology, etc.); these exercises coordinated by the teacher, have the purpose to introduce the final year students to the writing of their own graduation thesis: this is what is requested for the attendance of the course, the previous knowledge of the volume *Teoria e pratica della redazione. Guida alla compilazione dei testi e alla loro preparazione per la stampa*, by Di Domenico.

In 1999/2000, from one side exercises are kept, opened to the students of the course, also the final year students one, on the other side, texts of the previous year are coming up again as studying and exams' program.

From 2000/2001 next to the holder of the chair appear a team of three: Maria Cristina Misiti, Gianna Del Bono, Chiara Carlucci. The three of this team (researchers and a person who receives a research grant) are concerned to practices and complete the principal course with auxiliary lessons; further the introduction to the original *iter* that tends to the analysis of bibliographic taxonomy through the reading of *Lezioni americane* by Italo Calvino, then follows: Misiti, researcher, offers a global view on techniques and standards used in the field of describing cataloguing of ancient book (ISBD(A)), Bowers' description, Gaskell's description, analysis of the wrapper and biological structure; Del Bono, researcher, is concerned to describing cataloguing of modern book (RICA, ISBD(M) International Standard Bibliographic Description for Monographic Publications, (NBM) Non Book Material, (S) Serial); last but not least Carlucci, a person who receives a research grant, introduce to cataloguing of electronic

resources (ISBD(ER) Electronic Resources). The texts recommended to prepare an examination are, for monographic course *Lezioni americane* by Calvino, *Il futuro della lettura* edited by Vivarelli, that continues on the way inherent the story and the techniques of reading, *Il libro antico* by Rossi, for the first cycle of practices; the graduation thesis of the person who receives a research grant, dr. Carlucci, teacher of the third cycle of practices, *La biblioteca di uno scienziato. Giovanni Giorgi e i suoi libri*, and the publication inherent the introduction to the semantic cataloguing (Dewey and *Soggettario*), for the exercises part, concerning modern book given to dr. Del Bono; in the end, *Esercizi bibliografici su carta e via elaboratore*, still a publication of dr. Carlucci, for the treatment of electronic material. Further the mentioned text, is an important part of the study the knowledge and the direct use of the standards shown during the practices.

From 2001/2002, University found, in the field of the new rules of university studies, the triennial course of degree, the chair conform itself to the new valuation's parameter in CFU. There are many collaborators to teach: C. Cavallaro and K. Dormi, that hold practices of history of cataloguing and bibliographical-librarianship analysis. The attendance of the course about Theory and techniques and the exam give to students of the new rules of studying 6 CFU which are the equivalent of 48 hours of lessons. The course has three forms of 16 hours for each one: the first form is called "Generalità" and is divided in two parts, the 1st one faces the meaning of the subject and the content of this topic field in Italy, the concept of cataloguing and classification, the conception of catalogue, and shows the specific literature about codes, cataloguing standards and forms of classification. To understand the definition of cataloguing and classification, some readings are suggested: the contribution *La catalogazione* by Rossella Dini in *Lineamenti di biblioteconomia*, *Catalogazione* by Mauro Guerrini and the headword *Catalogazione* of the *Enciclopedia italiana*, *Le classificazioni* by Serrai, *Il nuovo in biblioteca* by Luigi Crocetti, in the end an article by Revelli. In the 2nd part of "Generalità" is analysed the theoretical introduction to descriptive cataloguing, nominal catalogues and their function, concept's registration, form, access and indexes, suggested publications: the Italian translation (given during the lessons) of *The Crisis in Cataloging* by Osborn, *I principi di Parigi*, *La catalogazione dopo Parigi* by Pino Buizza, *Il dibattito in Italia sulle norme di catalogazione per autore*, by M. Guerrini, *Sistemi bibliotecari e meccanismi catalografici* and *Biblioteche e cataloghi* by Alfredo Serrai, *Introduzione allo studio della biblioteconomia* by Solimine, *Il catalogo* by Revelli, the article *Evoluzione della tecnica descrittiva* by Rossi, *L'analisi bibliografica e i livelli di descrizione* by M. Guerrini, in the end the work of Giulia Visentin *Passaggi: tecniche della catalogazione per autore nel Servizio Bibliotecario Nazionale*.

The second form, "La catalogazione" deepens the descriptive theme going specifically through codes and used standards, analysing RICA and some notions of AACR, with practices on book materials and bibliographic ones which are kept in the library of the Department. Sometimes the RICA are used like exam's text, as the 8 formats of the ISBD standard (G, M, S, A, ER, CM, PM, NBM); it is also used as book for examinations: *Problemi di trattamento catalografico delle fonti orali*, the Italian version of AACR *ISBD(M)*. *Introduzione ed esercizi*

and *ISBD(S). Introduzione ed esercizi*, by Dini and Crocetti, still by Crocetti an introductory article to AACR2 and some readings having as object derivative cataloguing. Are also used *Riflessioni su principi, standard, regole e applicazioni*, and *Manuale del catalogatore*, specifically the words **soggettazione** by Casamassina, and **classificazione** by Crocetti. In the end, the long program for this academic year, in which the individual way has to be decided with the teacher, ends the third form: “Storia della catalogazione e indicizzazione”, in which are shown the concepts of subjects and subject’s words, classical cataloguing, an introduction to FRBR, so the functional requisites for bibliographic registration and a global view about history of cataloguing. For the part concerning the “soggettazione” are normally used *Soggettario* and *Liste di aggiornamento (1956-85, 1986-98)*, Bottasso, Revelli, Simonetti, Serrai, Foskett. As far as concerned classification, the suggested readings are: the *21. Dewey*, an article by Grignani, *La classificazione decimale Dewey* by Crocetti, *Quaderno Dewey*, *Guida alla classificazione decimale Dewey*, by Zanobi and Grignani, in the end *Di libro in libro: la classificazione Dewey in 370 esempi*. For FRBR is suggested the reading of three different texts by choice: the final report of Ifla Study Group on the FRBR, or else the introduction to FRBR by Ghilli-Guerrini. For the section concerning history of cataloguing, some texts are suggested: *Il futuro della descrizione*, an essay by Guerrini, or *Il parente povero della catalogazione* by Dini, *Regole italiane di catalogazione per autori* by Galli, *Storia della bibliografia*, *Storia e critica della catalogazione bibliografica* by Serrai. In the *Guida dello studente* is said that for each form will be necessary to sift the readings suggested and arrange them before attend exam of the end of the course.

This year there won’t be the final year students course: from one side the old rule are going to get exhausted, on the other side for the attendance of the new rule’s students, it won’t be necessary the institution of a such kind of practices. Not only because they are just far away graduation, but also for the different nature of the new thesis compared to the old rule ones.

The academic year 2002/2003 and 2003/2004 do not show big differences compared to the previous year; in 2002 Cavallaro and Dormi cooperated again with the chair with history of cataloguing practices and of bibliographical-librarianship analysis, the division of the course in three forms is kept: “Generalità”, “La catalogazione”, “Storia della catalogazione e della indicizzazione”; suggested readings are the ones enumerated in the previous year program, and it is also the same valence of CFU for the attendance to the course, which is still of 6 CFU. In 2003, place side by side the holder of the chair, the two that won the doctorate, Calvitti and Grillo.

In the end, for the academic year 2004/2005 do not change the co-operations, the division of the course into three forms and the bibliography of the exam, whereas the CFU are changing connected to the attendance of the course and the getting through an exam, from 6 CFU we go to 10, but the variation depends from the university politic, that can change CFU and the last of the courses. The fact that the choice of the texts suggested has grown during years makes evident what we said at the beginning: from 1992 to nowadays many other universities opened faculty of Conservazione dei Beni Culturali, comprehensive of the course of “Archivistico-

librario”, making possible an evolution of the subject in the academic field that, from one side brought to the absorption between university teachers of practitioners of the field with a lot of experiences about libraries, on the other side it had as consequence the development of a chain of meetings and place where exchange informations always greater in which new themes can be discussed again. These experiences found a way of circulation among the students, making possible the publication of handbooks *ad hoc* for the different fields and sides of the subject, and at the same time brought important Italian institutes and bibliographic agencies to make translations of texts that were born in librarianship fields, much more than the Italian one, concurring the growing of sectorial magazines that surely helped the exchange of opinions and the rise of new discussions.

3. *Texts' list*. Here is shown the complete bibliography of the texts suggested during the subject course, as it results from the students' guides of these years:

1. LORENZO BALDACCHINI, DIEGO MALTESE, ARMANDO PETRUCCI, *Catalogazione* [respectively: *Norma di catalogazione, Pubblicazioni a stampa o di altro genere, Libri manoscritti*], in *Enciclopedia italiana di scienze lettere ed arti*, 5., appendice, 1979-1992, A-D, Roma, Istituto della Enciclopedia italiana, 1991, p. 521-522.
2. ENZO BOTTASSO, *Guida al catalogo alfabetico per soggetti*, Torino, Baccola e Gili, 1965.
3. PINO BUIZZA, *La catalogazione dopo Parigi. Attività normative e strumenti per il controllo bibliografico universale, 1971-1997*, Udine, Forum, 1998.
4. ITALO CALVINO, *Lezioni americane*, [any editions].
5. C. CHIARLUCCI, *La biblioteca di uno scienziato. Giovanni Giorgi e i suoi libri*, Manziana, Vecchiarelli, c. 1999.
6. IDEM, *Esercizi bibliografici su carta e via elaboratore*, Manziana, Vecchiarelli, 2000.
7. EMANUELE CASAMASSIMA, *La soggettazione*, in *Manuale del catalogatore*, Firenze, BNCF, 1970, p. 229-245.
8. *Catalogazione, cooperazione, servizi, strumenti: piccoli scritti offerti a Giovannella Morghen in ricordo della sua attività bibliotecaria (1962-1994)*, Firenze, Titivullus, 1995 .
9. *La catalogazione derivata. Procedure di ricerca e trasferimento di registrazioni bibliografiche, da basi dati e CD-rom*, a cura di Paul Gabriele Weston, Città del Vaticano, Biblioteca apostolica Vaticana, 1993.
10. *Catalogazione retrospettiva: esperienze nelle biblioteche del Lazio: atti della giornata di studio, Roma, 5 dicembre 1995*, a cura di Gabriele Mazzitelli e P. G. Weston, Roma, AIB. Sezione Lazio, 1996.
11. *CIP*, in «Biblioteche oggi», 7, 1989, n. 5, p. 569-570.
12. *Classificazione decimale Dewey, ideata da Melvil Dewey*, ed. 21, ed. italiana a cura del Gruppo di lavoro della Bibliografia nazionale italiana con la consulenza di L. Crocetti, Roma, AIB, 2000.
13. *Classificazione decimale Dewey*, trad. italiana della 20. edizione, Roma, AIB, 1993.

14. L. CROCETTI, *AACR2 in edizione italiana: un'introduzione alle regole di catalogazione angloamericana*, in «Biblioteche oggi», 15, 1997, n. 8, p. 12-19.
15. IDEM, *La classificazione decimale Dewey*, Roma, AIB, 1994.
16. IDEM, *Il nuovo in biblioteca e altri scritti*, Roma, AIB, 1995.
17. L. CROCETTI, ROSSELLA DINI, *ISBD(M). Introduzione ed esercizi*, Milano, Editrice Bibliografica, c. 1995.
18. RAFFAELE DE CARLO, *Un catalogo della privata libreria del Re di Napoli*, in «Culture del testo», 1, 1995, n. 2, p. 17-38.
19. GIANNA DEL BONO, *Bibliografia*, Roma, Carocci, 2000.
20. IDEM, *Storia delle biblioteche fra Settecento e Novecento. Saggio bibliografico. I cataloghi di biblioteca nella collezione Diomede Bonamici (Biblioteca nazionale centrale. Firenze)*, Manziana, Vecchiarelli, 1996.
21. ANDREW DELBRIDGE OSBORN, *The Crisis in Cataloging. A Paper Read Before The American Library Institute at the Harvard Faculty Club, June 21, 1941*, etc. [Chicago?], American Library Institute, 1941.
22. GIOVANNI DI DOMENICO, *Teoria e pratica della redazione. Guida alla compilazione dei testi e alla loro preparazione per la stampa*, Milano, Editrice Bibliografica, 1994.
23. IDEM, *L'organizzazione delle raccolte in una biblioteca universitaria*, in «Culture del testo», 1, 1995, n. 1, p. 35-47.
24. ROSSELLA DINI, *La catalogazione*, in *Lineamenti di biblioteconomia*, a cura di Paola Geretto, Roma, La Nuova Italia Scientifica, c. 1991, p. 121-149.
25. IDEM, *Il parente povero della catalogazione, la descrizione bibliografica dal rapporto Henkle all'incontro di Copenaghen*, Milano, Editrice Bibliografica, 1989.
26. *Un'esperienza di catalogazione derivata: l'utilizzazione delle registrazioni di RLIN per il fondo Oddasso-Accademia dei Virtuosi presso la Biblioteca Vaticana*, in «Bollettino AIB», 32, 1992, n. 4, p. 385-397.
27. ANTHONY CHARLES FOSKETT, *Il soggetto*, traduzione di Leda Bultrini, Milano, Editrice Bibliografica, c. 2001.
28. GIOVANNI GALLI, *Regole italiane di catalogazione per autori tra '800 e '900*, Milano, Editrice Bibliografica, 1989.
29. CARLO GHILLI, M. GUERRINI, *Introduzione a FRBR*, Milano, Editrice Bibliografica, 2001.
30. *Il futuro della descrizione bibliografica: atti della giornata di studio, Firenze, 13 novembre 1987*, a cura di M. Guerrini, Roma, AIB, 1988.
31. *Il futuro della lettura*, a c. di Maurizio Vivarelli, Viterbo-Manziana-Grosseto, Dipartimento di storia e culture del testo e del documento (d'ora innanzi: Discutedo) Vecchiarelli-Amministrazione provinciale di Grosseto, 1997.
32. PAOLA GIBBIN, MARIA CHIARA GIUNTI, ANNA LUCARELLI, *Di libro in libro: la classificazione Dewey in 370 esempi commentati*, presentazione di Diego Maltese, Manziana; Roma, [s.d.].

33. ELISA GRIGNANI, *La narrativa in biblioteca. Progetto di uno schema di classificazione elaborato presso la Scuola di biblioteconomia di Copenaghen*, in «Culture del testo», 1, 1995, n. 1. p. 49-55.
34. ELISA GRIGNANI, ANNARITA ZANOBI, *Guida alla Classificazione decimale Dewey*, Milano, Editrice Bibliografica, c. 1998.
35. IDEM, *Guida Dewey*, Milano, Editrice Bibliografica, c. 1986.
36. IDEM, *Guida Dewey*, Milano, Editrice Bibliografica, 1993.
37. IDEM, *Quaderno Dewey. Esercitazioni sulla edizione 20 della Classificazione decimale Dewey*, Milano, Editrice Bibliografica, c. 1990.
38. M. GUERRINI, *Catalogazione*, Roma, AIB, 1999.
39. IDEM, *Il dibattito in Italia sulle norme di catalogazione per autore dalla Conferenza di Parigi alle RICA*, in *Riflessioni su principi, standard, regole e applicazioni. Saggi di storia, teoria e tecnica della catalogazione*, presentazione di Attilio Mauro Caproni, Udine, Forum, 1999, in part. p. 45-92.
40. IDEM, *L'analisi bibliografica e i livelli di descrizione: l'importanza del contesto catalografico*, in «Nuovi Annali della Scuola speciale per archivisti e bibliotecari», 7, 1993, p. 107-119.
41. IFLA STUDY GROUP ON THE FUNCTIONAL REQUIREMENTS FOR BIBLIOGRAPHIC RECORDS, *Requisiti funzionali per record bibliografici. Rapporto conclusivo*, approvato dallo Standing Committee della Ifla Section on Cataloguing, edizione italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 2000.
42. PIERO INNOCENTI, *27 luglio 1581: Vi mando con questo inuentario del mio archiuolo con patto che non lo palesiate ad altri. Metodi, criteri, applicazioni di stratigrafia bibliotecari*, in «Annali della Facoltà di Lettere e filosofia della Università degli studi della Basilicata» a. a. 89/91, Galatina, Congedo, 1992, p. 73-118.
43. IDEM, *27 luglio 1581: Vi mando con questo inuentario del mio archiuolo con patto che non lo palesiate ad altri. Metodi, criteri, applicazioni di stratigrafia bibliotecaria*, in «Quaderni utinensi», 7 (13/14) 1989. *Percorsi filosofici. Immagini e documenti. Biblioteconomia e bibliografia. Res orientales*, Udine, Del Bianco, 1993, p. 63-79.
44. IDEM, *Breviario della lettura. Alcune fonti per la tassonomia del leggere*, Manziana, Vecchiarelli, 1998.
45. IDEM, *Leggere. Teoria e pratica della lettura*, in «Biblioteche oggi», 12, 1994, n. 3, p. 44-49.
46. IDEM, *Leggere a gesti*, in «Culture del testo», 1, 1995, n. 1, p. 57-76.
47. IDEM, *Metodi e criteri di stratigrafia bibliotecaria. L'inventario e il catalogo come strumenti di costruzione della copertura informativa*, in *Beni culturali. Ricerca, Didattica. Profili professionali*, Napoli, Dipartimento di discipline storiche, 1994, p. 93-134.
48. IDEM, *Metodi e tecniche nella ricerca bibliografica (Trilogia di Mary Poppins)*, Manziana, Vecchiarelli, 1999.

49. IDEM, *La pratica del leggere*, Milano, Editrice Bibliografica, 1989.
50. IDEM, *Problemi di trattamento catalografico delle fonti orali*, in «Culture del testo», 5, 1999, n. 13, p. 15-40.
51. IDEM, *Tassonomie a confronto ideale. Ancora sulla storia della classificazione e sulla storia delle biblioteche*, in «Nuovi Annali della Scuola speciale per archivisti e bibliotecari», 6, 1992, p. 221-256.
52. IDEM, *Vi mando con questa l'inventario del mio archiuolo con patto che non lo palesiate ad altri. Mediazione di informazione, di psicologia, di consenso nella tassonomia e nella stratificazione bibliotecaria*, in *La mediazione*, Firenze, Ponte alle Grazie, 1992, p. 147-184.
53. INTERNATIONAL FEDERATION FOR LIBRARY ASSOCIATIONS AND INSTITUTIONS, *International Standard Bibliographic Description for Cartographic Material ISBD(CM)*, rev. ed., ed. italiana a cura dell'Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche, Roma, ICCU, 1992.
54. IDEM, *Universal bibliographic control and international Marc programme, International Standard Bibliographic Description for Electronic Resources ISBD(ER)*, Revised ed. from the ISBD (CF): International standard bibliographic description for computer files , ed. italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 2000.
55. IDEM, *General International Standard Bibliographic Description: annotated text ISBD(G)*, rev. ed., ed. italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 1999.
56. IDEM, *International Standard Bibliographic Description for Monographic Publication ISBD(M)*, rev. ed., ed. italiana a cura di Rossella Dini, Roma, AIB, 1998.
57. IDEM, *International Standard Bibliographic Description for Non Book Materials ISBD(NBM)*, Rev. ed., Ed. italiana a cura di M. C. Barbagallo, Milano, Editrice Bibliografica, 1989.
58. IDEM, *International Standard Bibliographic Description for Older Monographic Publication ISBD(A)*, ed. italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 1984.
59. IDEM, *International Standard Bibliographic Description for Printed Music ISBD(PM)*, 2. rev. ed., ed. italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 1993.
60. IDEM, *International Standard Bibliographic Description for Serial ISBD(S)*, rev. ed., ed. italiana a cura dell'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Roma, ICCU, 2001.
61. ISTITUTO CENTRALE PER IL CATALOGO UNICO E LE INFORMAZIONI BIBLIOGRAFICHE, *Soggettario per i cataloghi delle Biblioteche italiane, a cura della BNCF*, Firenze, Stamperia Il Cenacolo, 1956, rist. 1989; *Soggetti. Liste di aggiornamento 1956-1985*, Roma, ICCU, 1995; *Voci di soggetto. Aggiornamento 1986-1998*, Milano, Editrice Bibliografica, c. 1999.
62. DIEGO MALTESE, *Principi di catalogazione e regole italiane*, Firenze, Olschki, 1965.

63. MARIA MANNELLI GOGGIOLI, *La Biblioteca palatina medicea lotaringia ed il suo catalogo*, in «Culture del testo», 1, 1995, n. 3, p. 135-159.
64. JULIUS PETZOLDT, *Manuale del bibliotecario*, Manziana, Vecchiarelli, 1996.
65. *I principi di Parigi*, in *Manuale del catalogatore*, Firenze, BNCF, 1970, p. 217-227.
66. *Regole di catalogazione angloamericane*, 2. ed., revisione del 1988 a cura di Michael Gorman e Paul Winkler, ed. it. a cura di Rossella Dini e Luigi Crocetti, Milano, Editrice Bibliografica, c. 1997.
67. *Regole italiane di catalogazione per autori*, Roma, ICCU, 1979.
68. CARLO REVELLI, *Il catalogo*, con la collaborazione di Giulia Visentin, Milano, Editrice Bibliografica, 1996.
69. IDEM, *Il catalogo per soggetti*, Roma, Bizzarri, 1970.
70. IDEM, *Il perché catalogare*, in «Biblioteche oggi», 11, 1993, n. 3, p. 8-14.
71. M. ROSSI, *Bibliofilia, bibliografia e biblioteconomia alla corte dei granduchi di Toscana Ferdinando III e Leopoldo II. Itinerari esplorativi fra cataloghi e documenti della Biblioteca Palatina lorenese*, Viterbo, Discutedo; Manziana, Vecchiarelli, 1996.
72. IDEM, *Evoluzione della tecnica descrittiva: profilo storico-bibliografico*, in «Biblioteche oggi», 9, 1991, n. 6, p. 703-731.
73. IDEM, *Il libro antico*, Firenze, Olschki, 1994.
74. *Seminario FRBR: Functional Requirements for Bibliographic Records. Requisiti funzionali per record bibliografici. Firenze, 27-28 gennaio 2000. Atti*, a cura di M. Guerrini, Roma, AIB, 2000, edizione bilingue italiana e inglese;
75. ALFREDO SERRAI, *Biblioteche e cataloghi*, Firenze, Sansoni, 1983.
76. IDEM, *Le classificazioni: idee e materiali per una teoria e per una storia*, Firenze, Olschki, 1977.
77. IDEM, *Del catalogo alfabetico per soggetti. Semantica del rapporto indicale*, Roma, Bulzoni, 1979.
78. IDEM, *Indici, logica e linguaggio. Problemi di catalogazione semantica*, Roma, Consiglio nazionale delle ricerche. Laboratorio di studi sulla ricerca e sulla documentazione scientifica, 1974.
79. IDEM, *Sistemi bibliotecari e meccanismi catalografici*, Roma, Bulzoni, 1980.
80. IDEM, *Storia della bibliografia 7. Storia e critica della catalogazione bibliografica*, a cura di Gabriella Miggiano, Roma, Bulzoni, 1997.
81. CARLO MARIA SIMONETTI, *La classificazione Dewey. Manuale e guida pratica per la catalogazione*, nuova edizione aggiornata, Roma, NIS, 1990.
82. IDEM, *Il Soggettario*, in *Catalogazione, cooperazione, servizi, strumenti: piccoli scritti offerti a Giovannella Morghen in ricordo della sua attività bibliotecaria (1962-1994)*, Firenze, Titivullus, 1995, p. 15-41.
83. G. SOLIMINE, *Introduzione allo studio della biblioteconomia*, 2. ed., Manziana, Vecchiarelli, 1999, limitatamente alle p. 132-183.
84. IDEM, *I vantaggi della catalogazione derivata*, in «Biblioteche oggi», 11, 1993, n. 9, p.

48-52.

85. GIULIA VISENTIN, *Passaggi: tecniche della catalogazione per autore nel Servizio Bibliotecario Nazionale*, in «Biblioteche oggi», 16, 1998, n. 4, p. 50-64.

4. *Final year students' course*. During the academic year 1998/1999 starts the final year students' course, a 15 days meeting, organized following the teacher's obligations and the final year students' ones, thought and realized to give to the students that are close to the graduation, but opened to all the students and above all to the ones who are going to write the thesis, a place where have meetings and opinions' exchange about the research going and the way of studying that was used, it is also a datum point and a comparison with the teacher. In this meetings are given possibilities how to write the thesis, the written parts are read, and the different themes which are the object of the thesis are deepened, with the purpose to correct them, change them, before the next meeting; for his informal character the final year students' course has been an important place of work and experimentation: it was attended not only by the most part of the final year students of these years (also from other subjects), but went out from that experience the names of the people who continued on the way of research: T. Calvitti (specialized, then a person who is going to take a university degree in Udine); C. Carlucci, K. Dormi (people who received a research grant in Viterbo, then people who are going to take a university degree in Cosenza); C. Cavallaro (a person who received a research grant in Viterbo, then a person who is going to take a university degree in Firenze, then in Siena, then researcher in Cosenza); M. Di Geronimo (specialized, then a person who is going to take a university degree in Udine and a person who receives a research grant in Viterbo), M. Grillo (specialized, then a person who is going to take a university degree in Udine), G. Vullo (librarian who's getting on, then a person who is going to take a university degree in Udine).

5. *Related thesis*. The thesis which were given during the twelfth years following the institution of the chair of Theory and techniques cover themes both from the area of Viterbo, which are prescribed by the synergy between the university and the place where it has its own place, and from Tuscany area, that is a very lively place from the librarianship point of view and always opened to cooperate with the University, and in the end, some different areas and institutes often connected to the students' place of origin. From 1992, which is the year of the beginning of the chair's activity, until March 2005, a total of 66 thesis have been given and discussed: 51 of the old rule, 15 of new rule, of which four are 1st level graduation and eleven for the 2nd level (the 2nd level graduation in "Gestione e valorizzazione della documentazione scritta e multimediale" started from the academic year 2002/2003). Here is the whole list:

Four-year degree:

1. MARIA VITTORIA ALFIERI, *Prezzolini e Calvino due intellettuali alla ricerca dei classici*; correlatori G. Solimine, R. Mercuri, a. a. 1995/1996.

2. MARCO ARCANGELETTI, *Le edizioni del sec. XVI della Biblioteca comunale degli Ardenti di Viterbo. Sperimenti di catalogazione*, correlatore G. Solimine, a. a. 1996/1997.
3. MARIA BANAUDI, *Le edizioni del XVII secolo della Biblioteca comunale degli Ardenti di Viterbo*, correlatore G. Solimine, a. a. 2004/2005.
4. LORENZO BARLETTA, *Catalogo delle cinquecentine della biblioteca dell'Abbazia di S. Paolo fuori le mura*, correlatore G. Solimine, a. a. 1997/1998.
5. MARIA ILIA BONINSEGNA, *Catalogo delle cinquecentine del seminario di Tuscania*, correlatore G. Solimine, a. a. 1996/1997.
6. TIZIANA CALVITTI, *Saggio di catalogazione del Fondo Tordi nella Biblioteca comunale centrale di Firenze*, correlatore G. Solimine, a. a. 2001/2002.
7. SILVIO CAPPELLI, *Saggio di bibliografia viterbese. Catalogo di una collezione*, correlatore G. Solimine, a. a. 1994/1995.
8. C. CARLUCCI, *G. Giorgi e la sua biblioteca*, correlatore G. Solimine, a. a. 1994/1995.
9. ALBERTO CASTORI, *Giovanni Scheiwiller editore*, correlatore C. M. Simonetti, a. a. 1995/1996.
10. C. CAVALLARO, *I cataloghi antichi della biblioteca Chelliana di Grosseto. Progetto di edizione conservazione restauro*, correlatori G. Solimine, P. Crisostomi, a. a. 1999/2000.
11. STEFANIA CHIELLI, *Le edizioni del XVII secolo della Biblioteca comunale degli Ardenti di Viterbo: un saggio di catalogazione sulle intestazioni in C, D, E, F e G nel catalogo della biblioteca*, correlatore G. Solimine, a. a. 2000/2001.
12. LOREDANA COLECCHIA, *La Biblioteca del Consiglio nazionale dei dottori commercialisti: saggio di catalogazione*, correlatore G. Solimine, a. a. 2003/2004.
13. STEFANO CRISOSTOMI, *Esemplari di edizioni di Lorenzo Valla nella Biblioteca Apostolica Vaticana*, correlatore M. C. Misiti, a. a. 2000/2001.
14. MARIA PINA DE MURTAS, *I libri di Guglielmo Manfrè. Catalogo descrittivo e semantico*, correlatore G. Solimine, a. a. 1995/1996.
15. M. DI GERONIMO, *Approccio alla lettura di ceti borghesi e piccolo borghesi nella Maremma dell'800*, correlatore G. Solimine, M. Vivarelli, a. a. 2001/2002.
16. K. DORMI, *Il fondo cartografico dei Principi di Duino. Saggio di catalogazione*, correlatore G. Solimine, P. Crisostomi, a. a. 2000/2001.
17. ISABELLA C. FELLINE, *Il fondo Haupt della Biblioteca Badii di Massa Marittima*, correlatore G. Solimine, a. a. 1994/1995.
18. CLAUDIA FIORAVANTI, *Catalogo analitico di edizioni del XVI sec. della Biblioteca comunale di Viterbo*, correlatore G. Solimine, a. a. 1994/1995.
19. ENRICA GASPERINI, *Analisi bibliometrica della «Bibliografia storica nazionale» dalla nascita (1939) al 1990*, correlatore G. Solimine, a. a. 1995/1996.
20. STEFANIA GATTI, *Le edizioni del sec. XVI della Biblioteca comunale degli Ardenti di Viterbo. Sperimenti di catalogazione*, correlatore G. Solimine, a. a. 1996/1997.
21. FEDERICA GIORGI, *Il Fondo Boncinelli presso la Biblioteca comunale centrale di Firenze: saggio di catalogazione*, correlatore G. Solimine, a. a. 2003/2004.

22. GIANGIORGIO GIORGINI, *Catalogazione del fondo settecentesco dell'Accademia dei Rinnovati di Massa*, correlatore M. Rossi, a. a. 1995/1996.
23. GIORGIO GREGNI, *Il fondo Scovil custodito presso il Gabinetto G. P. Vieusseux di Firenze: gli ultimi anglobeceri*, correlatore G. Solimine, L. Desideri, a. a. 2001/2002.
24. ANTONELLA IACONO, *Le cinquecentine di Girolamo Ruscelli nelle biblioteche di Roma e Città del Vaticano*, correlatore P. Procaccioli, a. a. 1996/1997.
25. RAFFAELLA LEONCINI, *Opuscoli autonomi e non autonomi: saggio di catalogazione teorica e pratica*, correlatore G. Solimine, a. a. 2001/2002.
26. VALERIA LORENZETTI, *Le edizioni del XVII secolo della Biblioteca comunale degli Ardenti di Viterbo*, correlatore G. Solimine, a. a. 2000/2001.
27. FRANCESCA MARTELLACCI, *I libri di proprietà dell'avv. Francesco Chioccon a Grosseto: storia di una collezione privata nella seconda metà del secolo XX*, correlatore G. Solimine, a. a. 2000/2001.
28. GISELLA MENICOCCI, *Le seicentine della Biblioteca Alessandro Cialdi di Civitavecchia*, correlatore P. Crisostomi, a. a. 1997/1998.
29. GIOVANNI MORMILE, *Catalogo delle edizioni del '500 e del '600 della Biblioteca del Seminario vescovile di Caserta*, correlatori G. Solimine, G. De Nitto, a. a. 2000/2001.
30. ANTONELLA ORLANDI, *Edizione dei cataloghi della Chelliana di Grosseto n. 45-46-47-49*, correlatore G. Solimine, a. a. 2003/2004.
31. ELISA PAROTTO, *La catalogazione del Fondo Luciano Bianciardi presso la fondazione L. Bianciardi di Grosseto*; correlatrice G. Solari, a. a. 2003/2004.
32. MONIA PATALOCCO, *Cataloghi storici della Biblioteca comunale Chelliana di Grosseto: i numeri 50-53*, correlatore G. Solimine, a. a. 2002/2003.
33. ROSSANA PINARELLO, *Saggio di catalogazione della collezione Pietro Gentili*, correlatore G. Solimine, a. a. 1997/1998.
34. ALESSANDRA POLIDORI, *Una collezione libraria nell'alto Lazio. Il catalogo del fondo Sabini (già Torlonia) a Civitella Cesi*, correlatore G. Solimine, a. a. 1995/1996.
35. SONIA PROIETTI, *Bandi mss e a stampa del 1570-1589 posseduti dalla Biblioteca comunale di Viterbo*, correlatore L. Osbat, a. a. 1993/1994.
36. EMANUELA PUCCILLI, *Le edizioni del XVII secolo nella Biblioteca comunale degli Ardenti. Saggio di catalogazione A e B*, correlatore G. Solimine, a. a. 1998/1999.
37. MASSIMILIANO QUADRARA, *Criteri di apprezzamento di cataloghi di legature in rete*, correlatore G. Solimine, a. a. 2004/2005.
38. ADELAIDE RANCHINO, *Il fondo antico della Biblioteca Chelliana di Grosseto*, correlatore G. Solimine, a. a. 1993/1994.
39. ALESSIA RICCI, *Le edizioni del XVII secolo della Biblioteca comunale degli Ardenti di Viterbo*, correlatore G. Solimine, a. a. 2001/2002.
40. ANASTASIA RISCALDATI, *Il fondo antico della Biblioteca Chelliana di Grosseto*, correlatore G. Solimine, a. a. 1994/1995.
41. STEFANIA ROSA, *La bibliografia di Lucrezio dopo Cosmo Gordon*, correlatore G.

Solimine, a. a. 1997/1998.

42. DANIELA ROSATI, *Come indicizzare una rivista: «Il Bibliotecario»*, correlatore G. Solimine, a. a. 1997/1998.

43. FRANCESCA SALVATORE, *Catalogo analitico delle edizioni del XVII secolo possedute dalle biblioteca diocesana di Narni*, correlatore G. Solimine, a. a. 1997/1998.

44. SHEILA SANTILLI, *Le edizioni a stampa, dagli incunaboli alle seicentine di Lorenzo Valla possedute dalla Biblioteca Nazionale Centrale Vittorio Emanuele II di Roma*, correlatore G. Solimine, a. a. 2002/2003.

45. SILVIA SCHIAVI, *Tecnica di costruzione di un indice analitico. La Storia della biblioteca in Italia di E. Bottasso*, correlatore G. Solimine, a. a. 1994/1995.

46. MARIA A. SILVESTRI, *I libri di proprietà dell'avvocato Pietro Gentili, Viterbo, pervenuti alla Facoltà di Conservazione dei beni culturali nel 1998: studio di una collezione privata italiana nella seconda metà del sec. 20.*, correlatore G. Solimine, a. a. 2001/2002.

47. FABIO TASSONE, *Il catalogo del Fondo Cartusiano della Certosa di Serra S. Bruno*, correlatore G. Solimine, a. a. 1996/1997.

48. DARIA VERZILLI, *Le cinquecentine della Biblioteca provinciale A. Cialdi di Civitavecchia*, correlatore P. Crisostomi, a. a. 1996/1997.

49. GIUSEPPINA VULLO, *Libreria Niccolò Puccini nel fondo antico della Forteguerriana: saggio catalografico e storico*, correlatore M. Vivarelli, a.a 2001/2002.

50. MONICA ZEDDA, *Alcune edizioni dell'Ottocento della Biblioteca comunale di Viterbo*, correlatore G. Solimine, a. a. 1995/1996.

51. ELISABETTA ZONNO, *Le edizioni del sec. XVI nella biblioteca degli Ardenti di Viterbo: sperimenti di catalogazione*, correlatore G. Solimine, a. a. 1999/2000.

First level degree

52. ANNA BONELLI, *De amore librorum: la collezione privata di Giuseppe Lombardi: catalogo*, correlatore P. Procaccioli, a. a. 2004/2005.

53. FRANCESCA ROVERSI, *Saggio di catalogazione nella cosiddetta letteratura grigia*, correlatore G. Solimine, a. a. 2001/2002.

54. TANIA SAILIS, *Il caso del Fondo Orvieto nell'Archivio contemporaneo "A. Bonsanti" di Firenze: versione digitale di un catalogo cartaceo*, correlatore G. Solimine, a. a.a 2003/2004.

55. ILARIA SPARAPASSI, *La letteratura grigia: breve saggio di catalogazione e di analisi concettuale*, correlatore G. Solimine, a. a. 2002/2003.

Second level degree

56. ANNA ALETTA, *Catalogo delle piante e vedute del Museo di Roma*, correlatore G. Solimine, a. a. 2004/2005.

57. TIZIANA CALVITTI, *Digitalizzazione, indicizzazione, prove di versione digitale nella*

nuova e nella vecchia serie di «Culture del testo», correlatore G. Solimine, M. Vivarelli, a. a. 2002/2003.

58. SILVIO CAPPELLI, *Catalogazione e classificazione di pubblicazioni d'interesse viterbese*, correlatore G. Solimine, a. a. 2002/2003.

59. MANUELA COCCHIS, *Problemi di catalogazione di un fondo archivistico ottonevicesimo: la sottoserie carteggio del fondo Filippo Imperiuzzi*, correlatore G. Solimine, a. a. 2002/2003.

60. M. DI GERONIMO, *Edizione dei cataloghi antichi della Biblioteca Chelliana di Grosseto: tre saggi: i cataloghi n. 43, 44, 48*, correlatore G. Solimine, a. a. 2002/2003.

61. GIORGIO GREGNI, *Uno sguardo su un ceto sociale che non c'è più: il Fondo Scovil custodito presso il Gabinetto G. P. Vieusseux di Firenze: gli ultimi anglo-beceri*, correlatore L. Desideri, a. a. 2002/2003.

62. M. GRILLO, *Digitalizzazione di raccolte librerie. Problemi di catalogazione e di rilevamenti di tracce: il caso del Fondo Orvieto a Firenze*, correlatore G. Solimine, a. a. 2002/2003.

63. FRANCESCA MARTELLACCI, *Analisi semantica di una raccolta libraria contemporanea. La collezione Chiocon di Grosseto*, correlatore G. Solimine, a. a. 2002/2003.

64. STEFANIA ROSA, *Il Fondo della biblioteca di legislazione scolastica del Ministero dell'Istruzione, dell'Università e della ricerca*, correlatore G. Solimine, a. a. 2002/2003.

65. MARTA RUBINO, *Alla ricerca di una frammento di storia della Vaticana: Giovanni Vignoli e le sue tracce a Pitigliano*, correlatore G. Solimine, L. Osbat, a. a. 2004/2005.

66. CLOTILDE VALERI, *Bibliografia aretina*, correlatore G. Solimine, a. a. 2002/2003.

Of 51 thesis of the old rule, 29 have been concerned ancient book's cataloguing, 11 were about modern book's cataloguing, 9 about bibliography, 1 about history of publishing, 1 about book's restoration; the four 1st level graduation's thesis were about modern cataloguing; in the end, about the eleven 2nd level thesis, the cataloguing field have seen the discussion of a total of: 1 for the ancient and 7 for the modern one, and the bibliographic field was covered by 3 thesis. Let scatter the data per year:

1995. The first Theory and techniques of cataloguing and classifications' thesis have been discussed in 1995; one belong to cataloguing field and concern ancient book's description, or rather sixteenth century's proclamations and manuscripts owned by the Biblioteca Comunale of Viterbo (Osbat); the other thesis lay the foundation for the future, profitable cooperation between the chair and the Biblioteca Chelliana of Grosseto, of which ancient stock, a lot of final year students, graduated, specialized students and people who are going to take a university degree, will study on.

1996: During the following year the chair is going concern properly, the number of the thesis, the people who are getting a graduation will be nine, so the new themes will be extended to the area of modern bibliographic material. The first thesis talks about the study and the cataloguing

description of a private modern library given by a scientist to a superior technique institute in Rome; the second one looks at bibliographical side, studying the area of Viterbo through the cataloguing of further than 1000 publications private collection of institutes and bodies of Viterbo, who gave the material; the third thesis analyses the descriptive cataloguing side, studying an ancient stock from the Tuscany area, which is the Fondo Haupt of the Biblioteca Badii of Massa Marittima; the next one offers a catalogue of editions of the sixteenth century kept in Viterbo in the Biblioteca Comunale degli Ardentì, so the cataloguing of the sixteenth century publications which are kept in there; with the fifth thesis that has been discussed during 1996, the construction techniques of an analytic index are discussed, in this specific case from one of the main point of the sectorial literature, the *Storia delle Biblioteche d'Italia* by Bottasso; we come back in the Viterbo's area with a properly cataloguing work: the analysis of some eight hundred editions from Biblioteca Comunale di Viterbo, and one thesis of cataloguing description about ancient material in the area from Lazio, the penultimate has been discussed during this year in cooperation with the Italian literature chair and analyses two great Italian literary figures and this thesis has the title of *Prezzolini e Calvino due intellettuali alla ricerca dei classici*; in the end we come back to the bibliographical side studying the evolution of national historical bibliography, using "bibliometrical" techniques.

1997: Six graduation thesis are discussed, concerning mainly the cataloguing side of ancient materials, anyway during this year has been presented also a thesis on history of publishing, in which is given the profile of the editor Giovanni Scheiwiller; than there is a thesis of reconnaissance and ordering of the Fondo Manfrè, a private collection given to the Department's library (DISCUTEDO) of the Faculty by Guglielmo Manfrè; the teacher, eminent figure of the librarian sector, collected during his life a valuable library of professional books, given to the same Department; the thesis is a descriptive and semantic catalogue, right now the only one existent about the stock. Let come back on the ancient cataloguing field, with a thesis on an eighteenth century stock of the Accademia dei Rinnovati of Massa (again the Tuscany trend); a thesis about cataloguing of sixteenth hundred editions of the Biblioteca Provinciale Alessandro Cialdi of Civitavecchia, and with the next two thesis carry on in cataloguing of sixteenth hundred editions from Ardentì.

1998: Ancient material is still favoured: the new graduations year begins with the discussion of a thesis, the argument of which became later the main object of a doctorate, concerning the writing of the Fondo Cartusiano of the Certosa of Serra San Bruno. Let's go on with the analysis and description, on one hand of Girolamo Ruscelli's sixteenth century editions kept in Rome's libraries and in the Vatican City, on the other hand by the editing of the catalogue of sixteenth century editions of the Seminario of Tuscania. The year ends with a thesis about the bibliography of Tito Lucrezio Caro.

1999: There are five thesis discussed in this year, the first one is connected with the last one of the previous year, continuing the bibliographical side, that made real in the indexing of *Il Bibliotecario* magazine. Later we come back in the cataloguing side, a thesis that has as main object the construction of the analytic catalogue of the seventeenth century editions from

Biblioteca Diocesana of Narni; with the following it's going to be produced the catalogue of sixteenth century editions from the Biblioteca dell'Abazia romana di San Paolo fuori le Mura, and the next candidate got her graduation with a thesis about the cataloguing of seventeenth century editions from the Biblioteca Alessandro Cialdi of Civitavecchia, this library was already used for a previous graduation thesis. As a conclusion of the year we have a cataloguing essay on the collection of the layer Pietro Gentili, a modern stock that will be the object of thesis still in 2001.

2000: We have three thesis discussed in this year, the first one shows a cataloguing essay of the seventeenth century editions of the Biblioteca degli Ardenti, the second thesis moves from the properly cataloguing side, making up a project of edition, restoring and conservation of ancient and not-used catalogues of the Biblioteca Chelliana of Grosseto; on this subject other thesis will come back in the future, and a doctorate's project is going to be presented; the third one proposes the cataloguing of another part of the sixteenth century editions of Viterbo.

2001: Four are the thesis presented during the 2001 graduation's session: the beginning is from the cataloguing work on the collection of the layer Pietro Gentili from Viterbo, going on with a cataloguing thesis on cartographic material, the stock of the princes of Duino; the compilation of the private stock's catalogue that was of a layer from Grosseto, sixteenth and seventeenth century editions' catalogue from Biblioteca del Seminario Vescovile of Caserta.

2002: In this year seven students got the graduation; the majority of the thesis was born from orientation and vocational trainings that took place in different institutes of Tuscany; moreover the first new rule thesis is discussed, it moves away from Viterbo's context, with the cataloguing of seventeenth century editions from Biblioteca degli Ardenti of Viterbo, and from the second thesis the historical stocks of the Tuscany libraries are analysed, beginning from the cataloguing of the Fondo Scovil kept in the Gabinetto di lettura G. P. Vieusseux, going on with the analysis the reading tendencies, to draw a profile in the Maremma context of the nineteenth century, made through the cataloguing of the Fondo Angelo Caterini nearby the Badii of Massa Marittima with the forth thesis, which is again a product of a training, the cataloguing of a modern historical stock has been ended: the Lascito Tordi of the Biblioteca Comunale Centrale di Firenze. As we will see, the works that have been realized during the vocational Tuscany's stages, have not only made possible the compilation of the thesis we mentioned, but also they gave life to a lot of publications, often realized with the direct cooperation of the institute that was interested. In the end, opposite to the previous thesis, the last one discussed this year wasn't born from formative cooperation, but shows a cataloguing essay of less important material: booklets that are from a private collection.

2004: In 2004 are discussed thesis that start again discussions already guided and trainings' final works that continue to take up students; during this year we see the presentation of a cataloguing thesis about modern material kept nearby the Biblioteca del Consiglio nazionale dei dottori commercialisti of Roma, the catalogue of another modern historical stock, the Lascito Boncinelli, private library given and kept nearby the Biblioteca Comunale Centrale di Firenze, that was already the place of previous trainings and graduation thesis; the prosecution

of the edition of Chelliani catalogues, in this specific case the numbers 45, 46, 47 and 49, to end the year with another thesis which is the product of a training, the cataloguing of the Fondo Luciano Bianciardi nearby the homonymous Foundation situated in Grosseto. Also during 2004, we have a discussion of a second level thesis, the candidate shows a work that concerns *ex novo* the electronic field, through indexing and survey of bibliographical tracks of the Fondo Orvieto, kept nearby the Archivio A. Bonsanti in Florence, correlating the digitalisation of a papery catalogue with the description derived from publications.

2005: This year of the chair's activities has seen till now-a-day the discussion of three old rule thesis concerning the cataloguing of the seventeenth century editions of Viterbo, the writing of the Giuseppe Lombardi private collection's catalogue (he was a librarian of the Casanatense in Rome); the collection, given after his death to the Library of the Faculty of Conservazione di Beni Culturali of the Università della Tuscia and, as a conclusion, the enquiry on the valuation's method of the on line book binding. In the field of the new rule 1st level graduations, we have the discussion of a thesis that is the continuation of the second level thesis discussed the previous year: the digitalisation of the papery catalogue kept in the Fondo Orvieto of Florence. In the end, as far as concern the 2nd level field of specialistic graduations, we have a thesis which has as object the catalogue of plants and views gained by the Museo di Roma; and one thesis which is still the product of a training that took place nearby a Tuscany institute: the Biblioteca Comunale of Pitigliano (GR), where Giovanni Vignoli private pieces of paper have been catalogued and rearranged. G. Vignoli was a figure of the Tuscany Municipality, know for his librarian rule nearby the Biblioteca Apostolica Vaticana of Rome.

Published thesis

1. M. V. ALFIERI, *I classici in cifre*, «Culture del testo», 4, 1998, n. 10-11, p. 143-154.
2. T. CALVITTI, *Il Fondo Tordi nella Biblioteca comunale centrale di Firenze*, «Culture del testo e del documento», 4, 2003, n. 10, p. 67-76.
3. C. CARLUCCI, *La biblioteca di uno scienziato: Giovanni Giorgi e la sua biblioteca: il fondo Giorgi presso l'I.T.IS. Galilei di Roma*, Viterbo-Manziana, Discutedo-Vecchiarelli, 1999.
4. C. CAVALLARO, *I cataloghi antichi della Biblioteca Chelliana. Progetto di edizione, conservazione, restauro*, Viterbo-Manziana, Discutedo-Vecchiarelli, 2001.
5. M. COCCHIS, *Le carte Imperiuzzi presso il centro studi David Lazzaretti di Arcidosso*, «Culture del testo e del documento», 5, 2004, n. 14, p. 51-56.
6. M. DI GERONIMO, *Il fondo Angelo Caterini nella Biblioteca comunale "Gaetano Badii" di Massa Marittima*, «Culture del testo e del documento», 4, 2003, n. 10, p. 77-82.
7. IDEM, *Edizione dei cataloghi antichi: applicazioni ed esperimenti dei 90 manufatti della Biblioteca Chelliana di Grosseto*, «Culture del testo e del documento», 5, 2004, n. 13, p. 47-69.
8. K. DORMI, *Le regole di catalogazione bibliografica del materiale cartografico in Italia da Albano Sorbelli ad oggi*, «Culture del testo», 2, 2001, n. 5, p. 33-54.

9. I. C. FELLINE, *Theodor Haupt (1807-1891) e i suoi libri*, Viterbo-Manziana-Massa Marittima, Discutedo-Vecchiarelli-Biblioteca comunale Gaetano Badii, 1997.

10. *Il fondo Margherita Bindi Bonaccorsi*, a cura di Valeria Lorenzetti e Sara Pollastri, Sesto Fiorentino, Sestoidee, 2003.

11. E. GASPERINI, *Analisi bibliometrica della Bibliografia storica nazionale dalla nascita (1939) al 1990*, «Culture del testo», 4, 1998, n. 12, p. 25-34.

12. G. GREGNI, *Il fondo William Scovil nel Gabinetto Vieusseux*, «Culture del testo e del documento», 4, 2003, n. 10, p. 93-96.

13. M. GRILLO, *Tecnica e semantica del rilevamento digitale delle tracce di possesso: un caso nell'Archivio Bonsanti a Firenze*, «Culture del testo e del documento», 5, 2004, n. 14, p. 35-44.

14. *Il lascito Boncinelli*, a cura di Marco Pinzani e F. Giorgi, Firenze, Comune Network, 2005.

15. *Il lascito Tordi*, a cura di M. Pinzani e T. Calvitti, Firenze, Comune Network, 2003.

16. V. LORENZETTI, *Il Fondo Bindi-Bonaccorsi nella Biblioteca E. Ragionieri di Sesto Fiorentino*, «Culture del testo e del documento», 5, 2004, n. 14, p. 57-59.

17. F. MARTELLACCI, *Una raccolta privata: la collezione Francesco Chiocon a Grosseto*, «Culture del testo e del documento», 5, 2004, n. 14, p. 45-50. [In collab. con P. Innocenti,] «*Questa mia varia biblioteca privata...*». In memoria di un avvocato antifascista. Francesco Chiocon (1922-2004) e il dono dei suoi libri alla Chelliana di Grosseto, «Culture del testo e del documento», 6., 2005, n. 18, settembre-dicembre, p. 109-152.

18. E. PAROTTO, *La catalogazione del fondo Bianciardi nella Fondazione Luciano Bianciardi di Grosseto, in Dal bibliobus alla "grossa iniziativa". Luciano Bianciardi, la biblioteca, la casa editrice nel dopoguerra*, a cura di Giovanni Paoloni e C. Cavallaro, Viterbo, Discutedo; Manziana, Vecchiarelli, 2004, p. 165-170.

19. IDEM, *Ma Luciano rimpianse la sua «periferia senza storia»*, in *L'Agenda di Grosseto*, «La Nazione», Firenze, martedì 16 novembre 2004, p. VII.

20. M. A. RANCHINO, *L'inventariazione del fondo antico della Biblioteca comunale Chelliana*, «Culture del testo», 2, 1996, n. 6, p. 101-110.

21. A. RISCALDATI, *Il "vecchio" fondo della Biblioteca comunale Chelliana*, «Culture del testo», 2, 1996, n. 6, p. 111-119.

22. S. SCHIAVI, *Indice analitico della Storia della biblioteca in Italia di Enzo Bottasso*, «Culture del testo e del documento», 1, 2000, n. 1, p. 55-98.

23. D. VERZILLI, *Il fondo antico della Biblioteca Alessandro Cialdi di Civitavecchia: analisi e valutazioni*, «Culture del testo», 4, 1998, n. 12, p. 5-23.

24. G. VULLO, *La libreria di Niccolò Puccini nel fondo antico della Biblioteca Forteguerriana. Saggio catalografico e storico*, in «Storia locale. Quaderni pistoiesi di cultura moderna e contemporanea», 1, 2004, n. 3, p. 84-109.

6. *Correlated thesis*. The interactions of the chair with other subjects concerning the

Department gave life to the correlations of 71 thesis. Here is the complete list:

Four-year degree:

1. PAOLA ALESSI, *La biblioteca di Egidio da Viterbo*, relatore P. Casciano, a. a. 1999/2000;
2. LUCIANA ALTITONANTE, *L'uso delle Biblioteche dell'Università della Tuscia*, relatore G. Solimine, a. a. 2004/2005;
3. LAURA AMOROSO, *Giovan Battista Piranesi: "Le antichità romane": restauro dell'esemplare corsiniano*, relatore P. Crisostomi, a. a. 2003/2004;
4. FRANCESCA AQUILANTI, *L'utilizzo dei periodici nelle biblioteche universitarie*, relatore G. Solimine, a. a. 1995/1996;
5. MASSIMO BARTOLINI, *Il fondo degli incunaboli della Biblioteca comunale di Terni: storia e catalogo*, relatore M. C. Misiti, a. a. 2002/2003;
6. FRANCESCA BENEDETTI, *La collezione dei bandi e degli editti dello Stato Pontificio, 1630-1638 presso la BNCR Vittorio Emanuele II di Roma, con particolare riferimento alla festa religiosa e popolare nella Roma barocca*, relatore V. A. Vecchiarelli, a. a. 2003/2004;
7. CHIARA BERNINI, *Spazi e servizi per la nuova biblioteca pubblica*, relatore G. Solimine, a. a. 1999/2000;
8. BARBARA BISACCA, *Le raccolte bibliografiche della Biblioteca comunale Luigi Fumi di Orvieto*, relatore G. Solimine, a. a. 1997/1998;
9. ALESSANDRA BONFIGLI, *Giovanni Gualandi e la biblioteca dell'ospedale di S. Maria della pietà di Roma*, relatore G. Solimine, a. a. 1997/1998;
10. SIMONA BONINSEGNA, *Lettura e consumi culturali degli adolescenti a Viterbo*, relatore G. Solimine, a. a. 2001/2002;
11. GABRIELE BUSTI, *La prima Libreria del Doni fiorentino: autori e opere citati*, relatore P. Procaccioli, a. a. 2002/2003;
12. MARIA CALPINI, *La biblioteca del Seminario Barbarigo di Montefiascone*, relatore G. Solimine, a. a. 1995/1996;
13. AMBRA CARBONI, *Periodici Online: una difficile gestione in continua evoluzione*, relatore G. Solimine, a. a. 2000/2001;
14. GERMANA CATTERUCCIA, *Uso della rete e della multimedialità tra i giovani di Viterbo e provincia*, relatore G. Solimine, a. a. 2002/2003;
15. LETIZIA CHIALASTRI, *Il restauro del Romanzo di Alessandro: oltre il restauro per una conservazione della sua storia*, relatore P. Crisostomi, a. a. 1996/1997;
16. MANUELA COCCHIS, *La stampa a Napoli nel XVII secolo: alcuni aspetti dell'editoria partenopea*, relatore V. A. Vecchiarelli, a. a. 2001/2002;
17. ANNA CONCETTA COSENTINO, *L'automazione nelle biblioteche catanesi*, relatore G. Solimine, a. a. 1999/2000;
18. GIADA COSTA, *Didattica della biblioteconomia e formazione a distanza*, relatore G. Solimine, a. a. 1999/2000;

19. MICHELANGELO CROCCO, *Biblioteche, lettura, uso dei media: un aspetto della questione meridionale?*, relatore G. Solimine, a. a. 2002/2003;
20. CHIARA D'ARPA, *Le biblioteche per ragazzi in Italia. Esperienze e riflessioni attraverso «Sfogliabro» 1988-1998*, relatore G. Solimine, a. a. 1997/1998;
21. MONIA DE ANGELIS, *Una particolare tipologia di materiale minore: la cartolina illustrata*, relatore G. Solimine, a. a. 1997/1998;
22. GIUSEPPINA DI IORIO, *Il sistema bibliotecario della provincia di Chieti*, relatore G. Solimine, a. a. 1997/1998;
23. MASSIMO DOMIZIANI, «*Accademie e Biblioteche d'Italia*»: *spoglio e digitalizzazione della prima serie: 1927-1943*, relatore G. Solimine, a. a. 1997/1998;
24. VALENTINA FILIPPI, *La biblioteca pubblica di Grottaferrata: obiettivi e servizi*, relatore G. Solimine, a. a. 2002/2003;
25. SILVIA FIRMANI, *Le biblioteche scolastiche della città di Viterbo*, relatore G. Solimine, a. a. 2001/2002;
26. GUENDALINA GAETA, *Il fondo geografico della Biblioteca diocesana di Civita Castellana*, relatore V. A. Vecchiarelli, a. a. 2002/2003;
27. ANNA GALLUZZI, *Le indagini sulle biblioteche pubbliche in Italia: una rassegna analitica 1986-1996*, relatore G. Solimine, a. a. 1995/1996;
28. BARBARA GISMONDI, *Un secolo di stampa (1601-1700): il fondo San Francesco della Biblioteca comunale di Terni*, relatore V. A. Vecchiarelli, a. a. 2002/2003;
29. M. GRILLO, *Scrittura e potere. Il governo dello Stato Pontificio attraverso i bandi della raccolta della BNCR Vittorio Emanuele II*, relatore V. A. Vecchiarelli, correlatore S. Migliardi, a. a. 2001/2002;
30. LAURA GUAZZELLI, *Il servizio di reference nelle biblioteche universitarie. La biblioteca Monteverdi. Roma La Sapienza*, relatore G. Solimine, a. a. 1998/1999;
31. SIMONA INSERRA, *Aspetti organizzativi, tecnici e gestionali nella progettazione della retroconversione*; relatore G. Solimine, a. a. 2003/2004;
32. ELISABETTA LAINO, *Biblioteca Mia. Un progetto di promozione della lettura della Fondazione "Maria e Goffredo Bellonci": quando gestire una biblioteca è un gioco da ragazzi*, relatore G. Solimine, a. a. 2003/2004;
33. IDA LUCIANI, *Consumi culturali e comportamenti di lettura dei giovani nell'Alto Lazio*, relatore G. Solimine, a. a. 2001/2002;
34. CLAUDIA MARINI, *Legature in pergamena: un progetto di restauro*, relatore P. Crisostomi, a. a. 2000/2001;
35. SAMANTHA MARZI, *La biblioteca comunale G. Carducci di Spoleto*, relatore G. Solimine, a. a. 1996/1997;
36. TATIANA MARZIALI, *Analisi dell'utenza delle biblioteche pubbliche nel Comune di Roma, 15-19*, relatore G. Solimine, a. a. 2002/2003;
37. ALESSIA MAURA, *La raccolta di bandi, editti e fogli volanti nella Biblioteca Nazionale Centrale Vittorio Emanuele II di Roma con particolare riferimento ai monti come sistema di*

reperimento di capitali, 1621-1629, relatore V. A. Vecchiarelli, a. a. 2003/2004;

38. MARIA CRISTINA MENCATO, *Gestione e revisione delle raccolte. Un caso di studio: la Biblioteca Forteguerriana di Pistoia*, relatore G. Solimine, a. a. 2000/2001;

39. FRANCESCA MILIANO, *Il tempio della Concordia di Agrigento. Storia degli interventi di restauro (1789-1999)*, relatrice M. Troiani, a. a. 1998/1999;

40. MARIANNA MONTESANO, *Criteri di conservazione dei globi: la coppia di globi di Amanzio Moroncelli, un esempio di restauro conservativo*, relatore P. Crisostomi, a. a. 2000/2001;

41. ARIANNA MURA, *La vita e le opere di Vincenzo Follini*, relatore G. Solimine, a. a. 1997/1998;

42. AURORA NATILI, *Biblioteche pubbliche e biblioteche nazionali in Europa: due casi di analisi comparata*, relatore G. Solimine, a. a. 2003/3004;

43. LAURA NATILI, *I servizi di reference nella biblioteca pubblica*, relatore G. Solimine, a. a. 1998/1999;

44. SILVIA PELOSI, *Abitudini di lettura e uso del computer: un'indagine tra gli studenti delle scuole superiori in provincia di Viterbo*, relatore G. Solimine, a. a. 2002/2003;

45. OMBRETTA PERFETTI, *L'uso dei periodici nella biblioteca dell'Università Cattolica del Sacro Cuore di Roma*, relatore G. Solimine, a. a. 2001/2002;

46. FRANCESCA PETRELLA, *Le imprese illustri di Girolamo Ruscelli: vicende editoriali e tipografiche*, relatore P. Procaccioli, a. a. 2001/2002;

47. CRISTINA PIERMARTINI, *Metodi di misurazione e valutazione delle raccolte bibliografiche*, relatore G. Solimine, a. a. 1996/1997;

48. CINZIA PINTARELLI, *Il bibliobus come strumento di espansione dell'attività delle biblioteche pubbliche di base*, relatore G. Solimine, a. a. 1998/1999;

49. MARTA PRIMIERI, *Le Cinquecentine della biblioteca del Seminario Vescovile di Amelia*, relatore M. C. Misiti, a. a. 2000/2001;

50. FRANCESCA RADICETTI, *I sistemi bibliotecari nel Lazio: il caso del sistema «Il lago di Bolsena»*, relatore G. Solimine, a. a. 1999/2000;

51. NICOLETTA RONSISSVALLE, *Analisi del sistema bibliotecario dell' università di Catania*, relatore G. Solimine, a. a. 1995/1996;

52. ROSSANA ROSATELLI, *Le biblioteche pubbliche della provincia di Viterbo*, relatore G. Solimine, a. a. 1994/1995;

53. GIANNINA SANNA, *Il fondo giuridico della Biblioteca diocesana di Civita Castellana*, relatore V. a. Vecchiarelli, a. a. 2002/2003;

54. CHIARA SARNACCHIOLI, *Contributo ad un vocabolario di biblioteconomia*, relatore G. Solimine, a. a. 2000/2001;

55. FRANCESCA SERANO, *La biblioteca provinciale Angelo Camillo De Meis*, relatore G. Solimine, a. a. 1999/2000;

56. LAURA SERVI, *Analisi dell'utenza delle biblioteche pubbliche nel Comune di Roma, 11-14*, relatore G. Solimine, a. a. 2002/2003;

57. VALERIA SIRIMARCO, *La collezione Guarasci e gli altri fondi di interesse locale della Biblioteca Civica di Cosenza*, relatore G. Solimine, a. a. 2002/2003;

58. ILARIA STRAMACCI, *Conservazione e restauro dell'Ufficio della settimana santa. Museo Leone, Vercelli: una proposta d'esame*, relatore P. Crisostomi, a. a. 1998/1999;

59. SILVIA TICHETTI, *Promozione della lettura e servizi al pubblico nella biblioteca comunale di Soriano nel Cimino*, relatore G. Solimine, a. a. 2002/2003;

60. ANTONIO TOLONE, *Karl Preusker e il concetto di biblioteca pubblica*, relatore G. Solimine, a. a. 2000/2001;

61. PAOLA TOMASINI, *Analisi e valutazione del sistema bibliotecario del comune di Roma*, relatore G. Solimine, a. a. 1997/1998;

62. CLOTILDE VALERI, *Le biblioteche dell'università della Tuscia: analisi dei servizi e della soddisfazione degli utenti*, relatore G. Solimine, a. a. 2000/2001;

First level degree

63. FEDERICA FERRI, *Il fondo Pietro Fedele presso l'Istituto storico italiano per il Medioevo*, relatore G. Solimine, a. a. 2003/2004;

64. VALERIA GRANDI, *Abitudini di lettura e consumi culturali dei giovani nel territorio ceretano-sabatino*, relatore G. Solimine, a. a. 2001/2002;

65. SARA SCANU, *Le raccolte di documentazione locale nelle biblioteche comunali nella provincia di Sassari: organizzazione, gestione ed esperienze caratterizzanti*, relatore G. Solimine, a. a. 2003/2004;

66. FEDERICA SILVESTRI, *I servizi per gli adolescenti nella biblioteca comunale di Terni*, relatore G. Solimine, a. a. 2003/2004;

67. DANIELE VARUZZA, *Catalogo delle leggi degli antichi stati italiani: fondo della biblioteca di legislazione scolastica del Ministero dell'istruzione, dell'università e della ricerca*, relatore G. Solimine, a. a. 2003/2004;

Second level degree

68. VALENTINA BALESTRA, *Il Fondo gesuitico nella biblioteca comunale di Montepulciano*, relatore G. Solimine, a. a. 2003/2004;

69. PAOLA LARICCHIUTA, *Gli estratti Arnaldi nella biblioteca dell'Istituto storico italiano per il Medioevo*, relatore G. Solimine, a. a. 2003/2004;

70. GIANNINA SANNA, *Dieci anni di statistiche nella biblioteca comunale di Fabrica di Roma*, relatore G. Solimine, a. a. 2003/2004;

71. SILVIA TICHETTI, *Organizzazione e trattamento delle raccolte*, relatore G. Solimine, a. a. 2003/2004;

7. *Conventions and contributes with and from third people. Trainings.* The conventions that the Theory and techniques chair carried on during the time period we are examining, are closely connected with the activity of the Department of Culture del testo e del documento, and with the relationships between the holder of the chair during years as Director of the Department, with institutes and bodies of different natures. Here are, in chronological order, the reached agreements:

Conventions and contributes:

1995. Municipality of San Casciano dei Bagni, Siena. Practicability's project for the rearrangement, restoration, disinfection of the Archivio comunale; Participants: P. Innocenti, M. Rossi.

Municipality of Sant'Oreste, Roma. Scientific Direction of the Museo del Parco regionale del monte Soratte. Participants: P. Innocenti, Luciano Osbat, M. Rossi, G. Solimine.

Consorzio Arethusa, Montalto di Castro. Cooperation for a CEE financial support in the ambit of the project "Youth start" and "Leonardo". Participants: Paolo Crisostomi, P. Innocenti, Marco Mancini, Roberto Mercuri.

Istituto Tecnico Industriale Statale "Galilei", Roma. Trainings for final year students and graduated for the cataloguing of the Fondo Giorni, and for the rearrangement of the archival's documentations. Participants: P. Innocenti, C. Carlucci.

Microdata Systems s.r.l., Roma. Cooperation for the definition of functional methods for the automatized management of the libraries' ancient stocks. Participants: P. Innocenti, M. Rossi.

Permanent Committee for the recovering of the Spedale di Santa Maria della Scala, Siena. Hypothesis' project of a restoration's laboratory for the movable pictures. Participants: Sergio Angelucci, P. Innocenti, M. Rossi.

1996. Municipality of Arcidosso, Centro studi David Lazzaretti. Rearrangement and cataloguing's interventions of the book and document's heritage. Participants: P. Innocenti.

ARPAT (Agenzia Regionale per la Protezione Ambientale della Toscana), Firenze. Consultation for the creation of ARPAT librarian system. Participants: P. Innocenti.

Istituto Tecnico Commerciale "Paolo Savi", Viterbo. Assignment of thesis inherent stock-taking, rearrangement and cataloguing of the books kept in the Institue's library. Participants: Silvio Cappelli, P. Innocenti.

1997. Associazione Civita, Roma. Cooperation for the drafting and the publication of the volume *I formati della memoria. Beni culturali e nuove tecnologie alle soglie del terzo millennio*, a cura di P. Galluzzi, P.A. Valentino, Firenze, Giunti, 1997. Participants: P. Innocenti.

Associazione culturale Frisigello, Viterbo. Bibliographic-documentary consultation to taking part to the competition for the designing of the Macchina di S. Rosa, for the

quinquennium 1998-2002. Participants: Silvio Cappelli, P. Innocenti.

Municipality of Massa Marittima, Settore Archivi, Biblioteche e Musei. Cooperation with the Biblioteca comunale "G. Badii" for the realization of a volume about the ancient materials of the library's historical section, printing of the Haupt catalogue, stock-taking of the fondo Riccardo Marchi, printing of the catalogue called Fondi minerari. Participants Isabella C. Felling, P. Innocenti.

Amministrazione provinciale di Grosseto, Settore funzionale P.I. e Cultura. Organization of the meetings about reading at Massa Marittima, Pitigliano, Grosseto, entitled *Verso il piacere di leggere*; and publication of the concerning acts. Participants: Antonella Ghignoli; P. Innocenti, M. Rossi, G. Solimine.

1998. Municipality of Grosseto. Designing of the renovation of the Biblioteca comunale Chelliana; valuation of her historical collections. Participants: Cristina Cavallaro, P. Crisostomi, P. Innocenti, G. Solimine.

Gabinetto G.P. Vieusseux, Firenze. Report on N. Gallo private collection. Participants: Laura Desideri, P. Innocenti.

Centro PIM, Prato. Unwinding of a professional training's course for the direction of historical archives; organized in cooperation with the l'Università degli Studi di Firenze called project "Elettridi". Participants: P. Innocenti, Luciano Osbat, G. Solimine.

Servizio 1-Beni culturali della Provincia di Roma. Grant for a books' census nearby the municipalities of Ariccia, Civitavecchia, Velletri. Participants: P. Crisostomi, P. Innocenti.

Assessorato Politiche per la promozione della cultura, dello spettacolo, del turismo e dello sport, Regione Lazio. Cooperation for the creation and implementation of a regional informative system. Participants: P. Innocenti.

1999. COPAT, Milano. Cooperation for the creation of vocational projects for graduated in Conservazione dei beni culturali. Participants: Antonella Iacono, P. Innocenti.

Studio P. Crisostomi s.r.l., Roma; Biblioteca Isontina di Gorizia. Assignment to realize a CD-rom to cataloguing maps of the Viterbo Province. Participants: K. Dormi, P. Innocenti.

Biblioteca comunale Gaetano Badii, Massa Marittima. Cooperation in librarianship and cataloguing sectors. Participants: P. Innocenti, G. Solimine.

2000. Biblioteca comunale Forteguerriana, Pistoia. Orientation and vocational trainings for students of librarianship. Participants: C. Cavallaro, K. Dormi, P. Innocenti, Maria Cristina Mencato, Marta Primieri.

CoopLat, Firenze. Cooperation for consultation, planning and execution of interventions in the ambit of conservation and restoring of books and documents. Participants: P. Crisostomi, C. Chiarlucci, C. Cavallaro, Letizia Chialastri, Chiara De Gaetani, Anna Galluzzi, Manuela Grillo, P. Innocenti, Cristina Mencato, Ilaria Stramacci.

Università di Cassino, Università di Siena, Università di Venezia, Università di Caen,

Università di Salamanca. European Master “Conservazione e gestione dei beni culturali”. Participants: P. Innocenti, M. C. Misiti, G. Solimine.

Monastero Clarisse Santa Rosa, Viterbo. Rearrangement and cataloguing of the librarian and artistic heritage of the convent. Participants: S. Cappelli, P. Innocenti, final year students.

Assessorato Scuola, Formazione e politiche per il lavoro, Regione Lazio. Progetto-pilota I.F.T.S., course of technical education and instruction 1999/2000. Participants: P. Innocenti, L. Osbat, G. Solimine.

Ministero dell'Università e della Ricerca scientifica e tecnologica, Dipartimento affari economici. Scientific research program of national and inter-university interest “L.B. Alberti”. Participants: C. Cavallaro, Gianna Del Bono, M. Di Geronimo, A. Ghignoli, P. Innocenti, Luca Lorenzetti, M. M. C. Misiti, Stefania Morelli, G. Solimine.

2001. Comune di Orbetello. Corse of professional instruction for people employed in a library. Participants: K. Dormi, P. Innocenti.

Istituto Geografico Militare, Firenze. Consultation on general and specific problems inherent bibliographic and cataloguing standards applicable to the librarian and cartographic heritage; conservation and restoring of books, documentaries and cartographicals' stocks; consultation to drawing up technical works inherent librarian and cartographic cataloguing; planning of instructive forms for IGM staff employed on methods of cataloguing, conservation and valuation of librarian and cartographic material; creation of trainings to do in the IGM collection of maps and in the library. Participants: K. Dormi, P. Innocenti.

Servizio 1-Cultura-Sistema bibliotecario Provincia di Roma. Trainings for students and graduated. Participants: P. Innocenti, G. Solimine.

Studio P. Crisostomi s.r.l., Roma; Biblioteca Isontina di Gorizia. Assignment to realize a CD-rom to cataloguing maps of the Gorizia Province. Participants: K. Dormi, P. Innocenti.

Ateneo della Toscana. Contribute to the International Congress “La voce come bene culturale” (Linguistica e Catalogazione). Participants: C. Cavallaro, Amedeo De Dominicis, K. Dormi, P. Innocenti, L. Lorenzetti.

Ministero dell'università e della ricerca scientifica e tecnologica. Young researchers project (Librarianship, System for regulating an archive and Documentation). Participants: C. Chiarlucci, C. Cavallaro, K. Dormi, P. Innocenti.

Provincia di Pistoia. Designing of the new building of the Biblioteca Comunale di Pistoia in the area called ex Breda and organization of the workshop. Participants: P. Innocenti, G. Solimine, P. G. Weston.

Comune di Pistoia. Contribution (conservation and restoring). Participants: C. Cavallaro, P. Innocenti.

Ministero dell'Università e della Ricerca scientifica e tecnologica, Dipartimento affari economici, Cofin (Italian literature, Filology, Catalogation and History), Scientific research program of national and inter-university interest “Il cantiere del Valla”. Participants: C. Cavallaro, M. Di Geronimo, P. Innocenti, Luca Lorenzetti, M. C. Misiti, Stefania Morelli, G.

Solimine.

2002. Servizio 2-Biblioteche, Musei e attività culturali, Regione Toscana. Orientation and vocational trainings. Participants: P. Innocenti, graduated and final year students.

Studio P. Crisostomi s.r.l., Roma; Gabinetto G.P. Vieusseux. Restoring of book materials. Participants: P. Innocenti.

Sub signo stellae s.r.l., Roma. Cooperation to realize a series of Italian and foreigner manuscripts and stocks, of particular interest and regard. Participants: P. Innocenti.

Trainings of Tuscany region

As already mentioned the Tuscany's biblioteconomic and bibliographic circle allowed to the chairs some profitable cooperation, which have a concrete expression in orientation and vocational trainings, that sometimes became work rations. Since 2001 exist a suitable convention between the Settore Musei, Biblioteche, Istituzioni culturali della Direzione generale delle Politiche formative Beni e Attività culturali della Regione Toscana e il Dipartimento di Storia e Culture del Testo e del Documento della Facoltà di Conservazione dei Beni culturali dell'Università degli Studi di Viterbo (the others university institutions interested in, are: the Facoltà di Lettere e Filosofia dell'Università degli Studi di Firenze, the Dipartimento di Storia dell'Università degli Studi di Pisa, the Università degli Studi di Siena). The prescriptive requirements that made possible these cooperation are the law no. 196 of June 24th, 1997 "Norme in materia di promozione dell'occupazione" and the following intra-governamental decree no.142 of March 25th, 1998, that introduced an integrated vision between instruction and education's paths and the job's world, fixing the normative picture of the orientation and vocational trainings. Trainings are final year students and graduated since no more 18 months in subjects concerning the bibliographic field; trainings venues are Tuscany's libraries and cultural institutes chosen for the project presented by the Settore biblioteche. Region stipulates a suitable convention with the selected the Tuscany venues to the regulates the stages. For every trainees is written an orientation project containing aims and conditions to unwind the training, then the venue, tutor's names (the regional one, the university one and the host subject's name), the insurance's essential data (charged to universities), the term and the training's beginning and end the university tutor is the didactic organizing responsible with the tutor of the host subject. They are assisted by the manager of the Settore musei. As a regional tutor chosen by the same religion to coordinate the trainings. We have two trainings' typologies: orientation training (to make easier the professional choices knowing the job), and vocational training (to increase the professional competences). Trainings are promoted to offer significant and real opportunities to the trainees to move closer into the libraries and archives' world, and to acquire specific professionalism in the librarianship and bibliographic field and to develop professional competences that enrich the own *curriculum vitae*. As further incentive the Tuscany region credits to every trainee a stage premium given following the positive

valuation of the final report written by the university tutor, and the regional and host subject owners, and also after the end of the training within 12 months. The choice to remunerate the trainings is innovative and discretionary: the law does not foresee for the body a compensation liability. Since 2001 until 2003 trainings have had a term included from 3 to 5 months [only in extraordinary cases the term can be much more, but not over 12 months, as foreseen by the provisions. After the university system's modifications, in 2004 we see stages' different terms: 300 hours for first level graduated and 500 hours for final year students/graduated of the new rule second level and for the old university rule, with a different stage premium for the trainees. Here is a list of the treated trainings:

2001. Firenze. Biblioteca del Gabinetto G.P. Vieusseux: cataloguing of the Fondo Scovil. Intervention to create a computational cataloguing of an already existent data base of important stocks not yet described; the Fondo Scovil (about 1000 books), is a private library with a lot of editions of XVIII, XIX, XX centuries.

Software: Tin-Lib.

Source: </archivi/progetti/progetti_regionali/tirocini/2001bib/vieusseux.shtml>. Printing results: Giorgio Gregni, *Il fondo William Scovil nel Gabinetto Vieusseux*, «Culture del testo e del documento», 4, 2003, n. 10, p. 93-96.

2001. Massa Marittima (GR). Biblioteca Comunale Gaetano Badii: cataloguing of the Fondo Angelo Caterini. Intervention oriented to continue the cataloguing of the stock (XVII-XIX centuries), of which had already been described 500 units of the total 900.

Software: Cds-Isis/Edan.

Source: <archivi/progetti/progetti_regionali/tirocini/2001bib/badii.shtml>. Printing results: Marianna Di Geronimo, *Il fondo Angelo Caterini nella Biblioteca comunale "Gaetano Badii" di Massa Marittima*, «Culture del testo e del documento», 4, 2003, n. 10, p. 77-82.

2002. Firenze. Biblioteca Comunale Centrale: Fondo Tordi. Intervention oriented to the study of the Lascito Tordi (given to the Biblioteca Centrale di Firenze, on December 22nd, 1930). The stock consists of heterogeneous material: monographies (approximately 300), miscellanies, manuscripts, pictures and plans, for a total of about 1000 units. The legacy is catalogued in the library's papery catalogue per author and titles, whereas the data processing cataloguing of monographic material is almost complete, and is finished the one concerning miscellanies. The work is about a recognition to locate other pieces belonging to the Lascito Tordi present in the library or in other conservation's premises of Florence Municipality (today, ancient prints and maps of Florence already given to the same municipality by Domenico Tordi in 1917, and kept nearby the Museo Topografico "Firenze com'era"); the cataloguing's finishing and the improving of the already existent catalogue, with a particular attention to respect homogeneous standards during cataloguing; the study of the stock to reconstruct the historical and political events that brought to a subdivision of the stock in various offices of the municipality of Florence, with the final object reconstruct the history of the same stock.

Software: Cds/Isis-Teca.

Source: <archivi/progetti/progetti_regionali/tirocini/2002bib/bibcenfi.shtm>. Printing results: Tiziana Calvitti, *Il Fondo Tordi nella Biblioteca comunale di Firenze*, «Culture del testo e del documento», 4, 2003, n. 10, p. 67-76; *Il lascito Tordi*, a cura di Marco Pinzani e Tiziana Calvitti, Firenze, Comune Network, 2003.

2002. Firenze. Biblioteca del Gabinetto G.P. Vieusseux: survey of the books stocks. Training orienting to the systematic gathering of the owned book stocks (more than 90), following the file already predisposed by Tuscany region for the “Censimento delle antiche librerie e delle collezioni significative per formazione e provenienza”, started in the ambit of the regional project “Strumenti per la conoscenza del patrimonio storico-librario, documentario e archivistico”, and finalized to the census of book stocks kept in regional area to deepen the knowing about the origin and the formation of historical core of books, that we can find in collections of Tuscany Libraries, and to give instruments to begin politics of valuation. The descriptive file, that was idealized by Luigi Crocetti, is structured on a wide model, which is able to give the essential information about the stock’s history, about the owner/s (bibliographic pieces of new in case of natural person or about founders, purposes and activities in case of juridical person), about the date and the way of acquisition, on the consistency and typology of the materials, about the state of conservation and ordering (cataloguing or stock taking made by the owner, or by the institute that keep them now a day), on the accessibility, about the presents of identifications signs (*ex libris*, stamps, etc.), on bibliography and about the realization of expositions or other valuation’s activities concerning the stock.

Source:

</archivi/progetti/progetti_regionali/tirocini/2002bib/vieusseux2.shtml>. Printing results: C. Cavallaro, *Biblioteche in biblioteca: collezioni private nel Vieusseux*, «Culture del testo e del documento», 3, 2002, n. 9, p. 19-67.

2002. Firenze. Biblioteca della Facoltà Teologica dell’Italia Centrale: valuation and cataloguing of the fondo Giancarlo Ruggini. Oriented to cataloguing of Don Ruggini’s private library (1920-1973) that is made of almost 1000/1200 bibliographic units, specialized in Theology, theatre, history and literature and datable in a chronological arch that goes from 1940 to 1973. The object that must be reached are: stock taking and printing of the chronological register of revenue; description and heading of the publications attending national and international standards (RICA; AACR; ISBD); classification of publications with Dewey decimal classification [21 ed.]; creation of the classified catalogue’s index that will be used for the semantic recovery of the information; insertion of cataloguing dates in the archive ISIS/TECA, labelling the books; valuation of the material owned and catalogued.

Software: Cds/Isis-Teca.

Source: </archivi/progetti/progetti_regionali/tirocini/2002bib/ftic.shtml>.

2002. Grosseto. Biblioteca Comunale Chelliana: cataloguing of cores from ancient book stock. Intervention oriented to the cataloguing of some cores from ’700 (about 1000 books) and

from '800 (about 1500 books). The project was about the notes concerning the copy, with particular attention to his history and the one of the library that owned the stock.

Software: Cds/Isis-Edan.

Source: </archivi/progetti/progetti_regionali/tirocini/2002bib/chelliana.shtml>. Printing results: Francesca Martellacci, *Recupero di una parte del fondo antico della Biblioteca comunale Chelliana di Grosseto: aspettative e progetti*, «Culture del testo e del documento», 4, 2003, n. 10, p. 83-92.

2002. Pistoia. Biblioteca Comunale Forteguerriana: valuation of the Fondo Puccini. Intervention oriented to the reconstruction of the whole physiognomy of the stock from the Puccini collection through a physical identifying of the publications that belonged to the stock and the finishing of the cataloguing description work (almost 800 books).

Software: Cds-Isis/Edan.

Source: <archivi/progetti/progetti_regionali/tirocini/2002bib/forteguerriana.shtml>.

Printing results: GIUSEPPINA VULLO, *La libreria di Niccolò Puccini nel fondo antico della Biblioteca Forteguerriana. Saggio catalografico e storico*, in «Storia locale. Quaderni pistoiesi di cultura moderna e contemporanea», 3, 2004, p. 84-109.

2002. Sesto Fiorentino (FI). Biblioteca Comunale "E. Ragionieri": cataloguing of the Fondo Bindi Bonaccorsi, training finalized to the cataloguing of Bindi Bonaccorsi stock and to the study of this character. The stock was given by Margherita Bindi Bonaccorsi during Sixties, together with the house situated in Gramsci Street, that had to be the seat of the Biblioteca Comunale of Sesto; but really it was the seat from 1973 to 1988, when it was moved to Fratti Street. From 1988 the Gramsci Street seat gives hospitality to the Fondazione Ragionieri that now does not exist any more (the books of the Fondazione will converge in the communal patrimony). The collection is made of 700 books, particularly historical-humanistic (80 are the editions made before 1900).

Software: Cds/Isis-Teca.

Source: </archivi/progetti/progetti_regionali/tirocini/2002bib/sestofi.shtml>

Printing results: *Il fondo Margherita Bindi Bonaccorsi*, a cura di Valeria Lorenzetti e Sara Pollastri, Sesto Fiorentino, Sestoidee, 2003; Valeria Lorenzetti, *Il Fondo Bindi-Bonaccorsi nella Biblioteca E. Ragionieri di Sesto Fiorentino*, «Culture del testo e del documento», 5, 2004, n. 14, p. 57-59.

2003. Arcidosso (GR). Archivio Storico del Comune di Arcidosso: intervention of stock taking and ordering of handwritten documents and printed material that is situated nearby the Centro di Studi David Lazzaretti. This Centre has got important documents concerning the Lazzarettista movement (a fact that has interested the area of Amiata during the second part of nineteenth century and that still now-a-day is testified by a little number of followers that are members of the Fratellanza e Chiesa Giurisdavidica di Monte Labbro). The communal administration tried to value part of the material obtained, whether through the realization of a new seat of the Study centre nearby the communal palace, or through recovery intervenes on documents, research project and activities for the valuation of the materials. Among the last

interventions we have to remember the stock-taking and cataloguing of the Fondo Massimiliano Romei, acquired by the region and used by the Municipality of Arcidosso, from 1993 (have been printed the index and made interventions of scanning on some of the documents that have been collected in 45 CD). Among the centre's materials, remained to be indexed and catalogued to important stocks that contain ancient documents: the Archivio Don Filippo Imperiuzzi; the Sezione David Lazzaretti of the Fondo Leone Graziani. To the activation of the training's project was proposed an intervention of ordering, stock-taking and cataloguing of the Archivio Don Filippo Imperiuzzi, made of almost 1000 documents together with handwritten publications. This documentation is very interesting: the Imperiuzzi clergyman was an important figure in the history of lazzarettismo; he was very close to Lazzaretti and after his death will remain at the head of the community till 1921.

Source:

</archivi/progetti/progetti_regionali/tirocini/2003bib/lazzaretti.shtml>.

Printing results: Manuela Cocchis, *Le carte Imperiuzzi presso il centro studi David Lazzaretti di Arcidosso*, «Culture del testo e del documento», 5, 2004, n. 14, p. 51-56.

2003. Arezzo. Istituzione “Biblioteca Città di Arezzo”: “Bibliografia Aretina”. Recovery project on electronic support of the handwritten catalogue *Bibliografia Aretina* with integrations and supplements taken from historical stocks. The *Bibliografia Aretina* is a volume handwritten catalogue of the first year of '900, in which are collected, in alphabetical order of author and title, the registrations of the publications kept in the library and have a relationship more or less close to the word Arezzo/Aretino. The catalogue collects the publications (from XVI to XX century), that were made by authors of Arezzo (and this is a very general indication, because we find as works of authors from Arezzo, for example, the Petrarca editions or *Bellum Adversus Gothos* by L. Bruni), the publications printed by typographies with seat in Arezzo, the publications that postpone as a possible subject word to Arezzo and to her reality. Being the catalogue from the first year of '900, the publications collected come all from the Vecchi Fondi Fraternalità dei Laici, (for a total of almost 4640 titles), so of the historical patrimony of the library; so are kept off the publications of other important historical stocks, that came to the library in following period, such as the Gamurrini, Occhini, Bennati libraries, that surely cannot be neglected, but that must be considered as an important part of the research. The project foresaw the research, whether the already existing catalogue or in the other stocks, of the publications that have the legitimacy to be included in *Bibliografia Aretina*, and do not considering the inconsistent ones; the inclusion in the catalogue of all the publications printed by typography of Arezzo; in an independent way from the subject of all the authors of Arezzo, extrapolating the books that do not have any connection with the history and the reality of Arezzo, of all the publications independently from the author and the place of printing, that postpone as subject or argument to Arezzo's reality. It has been a research and a work on historical stocks that were found in the library, for example: Vecchi Fondi Fraternalità dei Laici, the Fondi Gamurrini, Burali-Forti, Convitto, Occhini, Landucci, Bennati and Fineschi. The work was divided in to different moments: exam

of the volume *Bibliografia Aretina*, with recovery forms on data processing support and cataloguing of the whole work following the methods and the ways already fixed; research in other stocks of the book material with the characteristic already described, moving on data processing support for the forms already existent and filing *ex novo* of the works not registered; creation of analytic indexes according to the author, typography, printing and place date, argument that give life to different access keys and creation of other research strings. As part of the material to be examined was actually formed, the work has been considered not only as a moving activity, but also as a report on historical stocks of the library, filing and indexing of what wasn't filed: so it was a creation of a libraries section, not in a physic sense, but suitable and able to give some other instruments of knowing and research about the history and the reality of Arezzo. The project made possible the filing following modern standards of different materials such as Miscellanea Gamurrini and Miscellanea Diverse and the Fondo Antico Fineschi.

Source:

</archivi/progetti/progetti_regionali/tirocini/2003bib/bibarezzo.shtml>.

2003. Firenze. Biblioteca Comunale Centrale: Fondo Boncinelli. The project of the Biblioteca Comunale Centrale has the aim of reconstruct the facts of the Fondo Boncinelli to the Florence Municipality, through the creation of structured documentation, adjourned and able to be moved later on electronic supports on web. There wasn't actually an organic and organised documentation, whether about the donor Francesco Boncinelli, or about his legacy to the Florence Municipality. The objects that had to be reached were: revision of the cataloguing recovery of the legacy made during years; creation of a dossier kept nearby the library with the collected documentation about the legacy; production of a printed catalogue of the Fondo Boncinelli; moving on web of the catalogue.

Source: </archivi/progetti/progetti_regionali/tirocini/2003bib/biblcentfi.shtml>.

Printing results: *Il lascito Boncinelli*, a cura di Marco Pinzani e Federica Giorgi, Firenze, Comune Network, 2005

2003. Firenze. Biblioteca del Gabinetto G. P. Vieusseux: "Biblioteche d'autore". Information cataloguing of the authors' libraries still not catalogued or to be complete. The work has as object the library of Adolfo Orvieto, kept nearby the contemporary archive "A. Bonsanti"; the intervention was divided into two moments: a) conclusion of the reconstruction of the system about the books' position, took from the handwritten forms of the catalogue prepared by the owner. Particularly the work was concentrated on the volumes of the "Sala Bianca" (almost 450), and of the "Sala Rossa" (almost 2270), concluding in this way the work that began in a previous training; this made functional the handwritten catalogue; b) intervention of digitalization on a part of the Sezione Napoleonica della Biblioteca Orvieto: in particular on 335 volumes of which have been produced again the frontispiece and all the pages that bring important things (such as *ex libris*, autograph dedications, etc.); and the handwritten forms concerning each edition have been digitalized.

Source:

</archivi/progetti/progetti_regionali/tirocini/2003bib/vieussex.shtm>. Printing results: MANUELA GRILLO, *Tecnica e semantica del rilevamento digitale delle tracce di possesso: un caso nell'Archivio Bonsanti a Firenze*, «Culture del testo e del documento», 5, 2004, n. 14, p. 35-44.

2003. Grosseto. Biblioteca della Fondazione Luciano Bianciardi: cataloguing of the fondo L. Bianciardi. The stock, which is still in a collecting phase, is made of material that is of and about Bianciardi, and is entirely a reconstructing work of the homonymous foundation that was born in 1993. Books and magazines have been for the most part of them, bought on antique trade, just few of them donations made by relatives friends, and by admirers of the author. The material is generally original, but often is a photocopy. There are a lot of intervention in magazines about the author. But small is the section concerning letters and cards, almost entirely copies, collected by the family and by friends who keep the original pieces. There is also a little collection of photographic, film and sound materials. Photos and films, are almost all copies, come from RAI's video library. The original ones and all the audio documents are produced by the Foundation: collection of testimonies about the writer, video documentary, recordings of seminars and of conventions. Of what's edited, and about visual material exist a main list that, of each document, registers the essential bibliographic dates, the origin, the cost and the entry date. The list, handwritten on papery support, is ordered following the chronological entry succession and evidences the difference between original and copies. About what is not edited, does not exist a only list. Each donation's folder contains a list of the collected material that registers the entry date, whereas of each document gives an essential description, shows the *incipit*, the pages or cards' number, when has been possible to see the original one, and also are given equalizations on. The stock is made of bibliographic material and of material coming from a newspaper library, is made by letters of and about Bianciardi; is made of handwritten diary, preparatory material, graphic and iconographical material, and of material which is not a papery one. This training project wanted to proceed to the digital cataloguing of the different types of materials kept following the modern standards of cataloguing description. Because of the foundation was so specific and collects the documents of and about Bianciardi, (which is hardly difficult to conserve in other places), the aim was to improve the consultation so to make possible researches on different materials from everyone that wants to study the figure and the work of this writer of Grosseto.

Source:

</archivi/progetti/progetti_regionali/tirocini/2003bib/bianciardi.html>.

Printing results: ELISA PAROTTO, *La catalogazione del fondo Bianciardi nella Fondazione Luciano Bianciardi di Grosseto*, in *Dal bibliobus alla "grossa iniziativa". Luciano Bianciardi, la Biblioteca, la Casa editrice nel Dopoguerra*, a cura di Giovanni Paoloni e C. Cavallaro, Manziana, Vecchiarelli, 2004, p. 165-170; Idem, *Ma Luciano rimpianse la sua «periferia senza storia»*, in *L'Agenda di Grosseto*, «La Nazione», Firenze, martedì 16 novembre 2004, p. VII.

2003. Pistoia. Biblioteca Comunale Forteguerriana: the transference of the modern patrimony of the Biblioteca Comunale Forteguerriana to the new public library nearby the area ex Breda.

The transference of the modern patrimony of the Biblioteca Forteguerriana to the new public library nearby the area ex Breda implicates a new planning of the services and of the patrimony's direction which is an instrument of that services. In the field of a general project, have been individuated some intervention typologies that, starting from the actual patrimony, have to control the congruence of the prospected solutions in order to the material's selection, and to the standards of increase, to the methods of its treatment according to the acquired procedure, to the expositive system foreseen in the new library and to the classifying system used for it to the planning of a promotion action. Specifically, the training planned for 2003 has been on a project concerning the selection and reclassification of almost 10000 works of the library's modern stock. The study of the selective standards chosen by the library starts from a valuation grill, predisposed following the obsolescence standard of the contents, kept different for the different subjects, the project preview the individualization of the works that deserved the transference in the new locals that had to be accessible in the three areas of the department (Scienza e tecnologie, Scienze umane e sociali, Arti e letteratura) thought for the new collocation of the library's materials. To this aim has been predisposed a reconversion table of the classification actually attributed (complete Dewey index) through the use of the reduced version (12. Dewey) compared with the 21 Dewey, except for the cases in which this one was an unsuitable according to the relationship between actual literature and necessity of more specificity, whereas a different solution have been thought for works of contemporary narrative, and for some literary kinds, for which have been though classification notations already used nearby other public libraries. Then will follow the attribution and the modification on cataloguing records (almost 10000) and on the example of the works that need a revision of the classification/position, and a notation to a final study according to the intervention made through a valuation operated on the suitability of the choices made, and also whether according to the selective standards of the collection, or to the use of the Dewey's classification that has been reduced with the integrations made by the library's staff.

Source: </archivi/progetti/progetti_regionali/tirocini/2003bib/forteguerriana.shtml>.

2004. Arcidosso (GR). Archivio Storico del Comune di Arcidosso: reconstruction of the letters of David Lazzaretti, supporter of the "giurisdavidico" movement. The intervention has been divided in three main parts: a) reconstruction of the correspondence through the exam of the documents (both original and copies) kept in the different stocks acquired during years by the Centro Studi (fondo Massimiliano Romei, Archivio Don Filippo Imperiuzzi, fondo Giuseppe Fatini, Archivio di Stato di Grosseto) or existent nearby the Archivio della Comunità Giurisdavidica. The letters individualized the beginning have been selected and ordered keeping the chronological entreaty, then listed and catalogued in an analytical way with the use of the MANUS 3.0 software. The total of the collected documents is made of 175 letters and five handwritten produced among 1868 and 1878; b) ordering and cataloguing of the fondo Giuseppe Fatini. This stock helped to comprehend and contextualize the lazzarettista experience. The stock is made of an archivist core that covers an arch of time that goes from 1868 till 1926. Ordering the 149 documents, it was decided to create a division in four sections,

ordered in a chronological way: David Lazzaretti (1st section), containing handwritten, letters (1868-1878), for a total of 72 documents, all produced by David, and part of these are copies of the “Registro di lettere particolari e scritti diversi” of the same stock, whereas other are copies of original documents that were already in the fondo Massimiliano Romei; c) scanning of handwritten works of the “prophet”, belonging to the fondo Massimiliano Romei, with the aim to spread them through the internet site that the Centre is preparing. The scanning of handwritten works has been done considering the importance of the conservation, trying to respect the diversity of the material, preserving the original ones from possible damages caused by the long exposure in glass showcase. For each document has been practiced a double resolution scanning, in TIFF for the papery reproduction of imagines, and in JPEG for the spreading on net.

2004. Montepulciano (SI). Biblioteca Comunale di Montepulciano: verification and valuation of the fondo Gesuitico. The project tended to verify, considering the ancient catalogue, the presence of the works in the actual library of *ex libris*, and to build again virtually the ancient Biblioteca Gesuitica, trying to individualize the exact nature of the missing works, showing the possible existence in other public libraries, or that anyway are opened to the people. The reconstruction is an important part not only of Montepulciano history, but also of the Compagnia di Gesù and of the school’s education history in Italy during XVI and XVIII centuries; the usefulness of this operation will be valued by a short Guide, that explains the bibliographical choices of the “Padri”, and that should be edited together with the catalogue, also in electronic format.

2004. Pistoia. Biblioteca provinciale Forteguerriana: individualization and treatment of modern editions (’800-’900), that show important characteristics: valuation study of selective standards and of the ways of librarianship treatment of the works. It’s going to be planned a preparatory phase that will make as specific as it’s possible the definition of the field in which the project will be applied, through the individualization of the standards of rarity and importance of a modern edition (first edition, limited edition, out of trade edition, edition with autograph dedication, etc.); individualization of instruments that allow the comparison of rare editions, individualization of the treatment of rare and important editions; application of the research’s results to the other collection of the library:

- Collection Ferdinando Martini: the private library of the politician F. Martini (1841-1928), acquired by the library in 1929 and made of almost 12.000 volumes, shows a lot of autograph editions, by important authors of Italian and French literature. The collection is out of loan.

- Collections: the collection arrived to the library mostly as an acquire, ordered second format (A, B, C), for subject (till 1966), and for serials (from 1966 to 1995). The collection was the book stock suitable for reading and loan. It’s still borrow the books.

2004. Pitigliano (GR). Archivio Storico Comunale: ordering of pieces of paper of the Archivio Storico Comunale. The documents on which was the project are contained in 12 envelopes signed by the pressmark D I 40 – D I 51, and cover a period that goes from 1860 to almost 1890. Inside the envelopes are kept some cards and some issues, getting in good conditions.

Inside of each envelope is contained a short indication concerning the content of the same envelope and some cards show a progressive system of numbering. The most substantial part of the documentation concerns the correspondence, kept in numbered issues, that follow this articulation:

- correspondence and works of Abbot Giovanni Vignoli, keeper of the Vatican Library, that were given to the Biblioteca civica di Pitigliano in the second part of '800 by F. Ugolini and F. Cagnacci (Latin handwritten about the Popes' Lives in three tomes and preparatory documents to printing; sonnets, poetry, speeches and translations of letters of sixteenth century; Latin and Italian letters written by Vignoli to lettered men, and from them to the same Vignoli; letters sent to Europe kings; letters to Colonna house to different princes and cardinals for the time in which the abbot Giovanni Vignoli, 1707-1711; many letters sent to the members of Ugolini family, particularly to nephews);
- correspondence Ugolini family (letters between the brothers Giuseppe and Domenico Maria, Vignoli's nephews), dating 1734-1756;
- correspondence Accademia Scientifico-Letteraria di Pitigliano (letters sent to the President, correspondence with lettered men, etc.), dating 1851-1890;
- correspondence about institution and direction of the Biblioteca-museo di Pitigliano (correspondence with the Minister for Public Education, documents concerning donations, letters with the Pio Istituto Consiglio, etc.), dating second half of '800. The envelopes collect also: memories and descriptions about Pitigliano and about Maremma (1852); different miscellanies (1680-1890 approximately) of authors that, anyway, have to be identified.