

**CONCORSO PUBBLICO, PER ESAMI, A N. 8 POSTI DI CATEGORIA C, POSIZIONE ECONOMICA C1, AREA BIBLIOTECHE, PER LE ESIGENZE DELLE STRUTTURE DEL SISTEMA BIBLIOTECARIO DELL'UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II (COD. RIF. 2022), DI CUI:**

**- N. 2 POSTI RISERVATI AL PERSONALE IN SERVIZIO PRESSO L'UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II, CON RAPPORTO DI LAVORO A TEMPO INDETERMINATO, INQUADRATO NELLA CAT. B DEL C.C.N.L. DI COMPARTO;**  
**- N. 2 POSTI RISERVATI ALLE CATEGORIE DI CUI AL D.LGS 15 MARZO 2010, N. 66, ARTT. 1014, COMMA1, LETT. A) E 678, COMMA 9, INDETTO CON DECRETO DEL DIRETTORE GENERALE N. 745 DEL 15.10.2020;**  
**PUBBLICATO SULLA G.U. IV SERIE SPECIALE – CONCORSI ED ESAMI – N. 83 DEL 23.10.2020**

SCHEDE QUESITI **ESTRATTE** IL GIORNO 14/09/2021

### **Scheda n. 1**

1. Bibliografia generale e bibliografia speciale

2. Il diritto di riproduzione nelle biblioteche pubbliche

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Bernardelli, Andrea

Semiotica : storia, contesti e metodi. - Roma : Carocci, 2014. - 163 p. : ill. ; 22 cm. - (Studi superiori ; 948). - [ISBN] 978-88-430-7326-9.

1. Semiotica

I. Grillo, Eduardo

401.41

4. In Windows il candidato crei due cartelle sul desktop, crei un documento Microsoft Word salvandolo in una delle due cartelle quindi lo copi nell'altra

### **TESTO DA TRADURRE**

Different open access types are currently commonly described using a colour system. The most commonly recognised names are "green", "gold", and "hybrid" open access; however, a number of other models and alternative terms are also used.

In the gold OA model, the publisher makes all articles and related content available for free immediately on the journal's website.

In such publications, articles are licensed for sharing and reuse via creative commons licenses or similar.

The minority of gold open access journals which charge APCs are said to follow an "author-pays" model, although this is not an intrinsic property of gold OA.

Self-archiving by authors is permitted under green OA. Independently from publication by a publisher, the author also posts the work to a website controlled by the author, the research institution that funded or hosted the work, or to an independent central open repository, where people can download the work without paying.

Green OA is gratis for the author. Some publishers (less than 5% and decreasing as of 2014) may charge a fee for an additional service such as a free license on the publisher-authored copyrightable portions of the printed version of an article.

## Scheda n. 2

1. Bibliografia corrente e bibliografia retrospettiva
2. Le norme che regolano il prestito delle opere audiovisive in biblioteca
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Mazzarino, Simonetta Agricoltura e mondo rurale tra competitività e multifunzionalità / Simonetta Mazzarino, Mario Pagella. - Milano : F. Angeli, 2003. - 218 p. ; 23 cm. - [ISBN] 88-464-4839-1. 1. Aziende agrarie - Economia I. Pagella, Mario 338.1
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4. In Windows il candidato renda visibili i file nascosti

### TESTO DA TRADURRE

A public library is a library that is accessible by the general public and is usually founded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.

There are five fundamental characteristics shared by public libraries: they are generally supported by taxes (usually local, though any level of government can and may contribute); they are governed by a board to serve the public interest; they are open to all, and every community member can access the collection; they are entirely voluntary in that no one is ever forced to use the services provided; and they provide basic services without charge.

Public libraries exist in many countries across the world and are often considered an essential part of having an educated and literate population. Public libraries are distinct from research libraries, school libraries, and other special libraries in that their mandate is to serve the general public's information needs rather than the needs of a particular school, institution, or research population. Public libraries also provide free services such as preschool story times to encourage early literacy, quiet study and work areas for students and professionals, or book clubs to encourage appreciation of literature in adults.

### Scheda n. 3

1. Functional Requirements for Bibliographic Records (FRBR)

2. Le licenze Creative commons

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Ciaffi, Daniela

Le città contemporanee : prospettive sociologiche / Daniela Ciaffi, Silvia Crivello, Alfredo Mela. - Roma : Carocci, 2020. - 237 p. : ill. ; 24 cm. - (Manuali universitari ; 208). - [ISBN] 978-88-430-9908-5.

1. Sociologia urbana

I. Mela, Alfredo II. Crivello, Silvia

307.76

4. In Windows il candidato ordini i file della cartella Concorso presente sul desktop per Data creazione

#### TESTO DA TRADURRE

Public libraries were often started with a donation, or were bequeathed to parishes, churches, schools or towns. These social and institutional libraries formed the base of many academic and public library collections of today.

The establishment of circulating libraries in the 18th century, by booksellers and publishers provided a means of gaining profit and creating social centers within the community. The circulating libraries not only provided a place to sell books, but also a place to lend books for a price. These circulating libraries provided a variety of materials including the increasingly popular novels. Although the circulating libraries filled an important role in society, members of the middle and upper classes often looked down upon these libraries that regularly sold material from their collections and provided materials that were less sophisticated.

Circulating libraries also charged a subscription fee. However, these fees were set to entice their patrons, providing subscriptions on a yearly, quarterly or monthly basis, without expecting the subscribers to purchase a share in the circulating library. This helped patrons who could not afford to buy books, to be able to borrow books to read, and then return.

#### Scheda n. 4

1. Virtual International Authority File (VIAF)

2. Il copyleft

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Illuministi settentrionali / a cura di Sergio Romagnoli ; [scritti di] Pietro Verri ... [et al.]. - Milano : Rizzoli, 1962. - 1262 p., [8] c. di tav. : ill. ; 20 cm. - (Classici Rizzoli). - In custodia.

1. Illuminismo - Lombardia - 1763-1790

I. Romagnoli, Sergio II. Verri, Pietro

300

4. In Windows il candidato proceda a disinstallare un'applicazione dall'elenco dei programmi

#### TESTO DA TRADURRE

In 1598, Francis Trigge established a library in a room above St. Wulfram's Church in Grantham, Lincolnshire, and decreed that it should be open to the clergy and residents of the surrounding neighborhood. Some scholars consider this library an "ancestor" to public libraries, since its patrons did not need to belong to an existing organization like a church or college to use it. However, all the books in the library were chained to stalls and unavailable to borrow, hence its name: the Francis Trigge Chained Library.

In the early years of the 17th century, many famous collegiate and town libraries were founded in England. Norwich City library was established in 1608[9] (six years after Thomas Bodley founded the Bodleian Library, which was open to the "whole republic of the learned") and Chetham's Library in Manchester, which claims to be the oldest public library in the English-speaking world, opened in 1653.

In his seminal work *Advis pour dresser une bibliothèque* (1644) the french scholar and librarian Gabriel Naudé asserted that only three libraries in all Europe granted in his times regular access to every scholar, namely the Biblioteca Ambrosiana in Milan, the Biblioteca Angelica in Rome, and the Bodleian Library in Oxford.

## Scheda n. 5

1. La biblioteca digitale e i suoi servizi
2. Il trattamento dei dati in biblioteca
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Rossi, Aldo Loris Eco-Neapolis : il ridisegno del waterfront / Aldo Loris Rossi ; prefazione di Leonardo Di Mauro. - Napoli : Edizioni scientifiche italiane, 2012. - 282 p. : ill. ; 25 cm + 1 CD-ROM. - [ISBN] 978-88- 495-2296-9. 1. NAPOLI - Ambiente urbanistico I. Di Mauro, Leonardo 711.40945731
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4. In Windows il candidato modifichi l'applicazione predefinita per l'apertura di un file

### TESTO DA TRADURRE

At the start of the 18th century, libraries were becoming increasingly public and were more frequently lending libraries. The 18th century saw the switch from closed parochial libraries to lending libraries. Before this time, public libraries were parochial in nature and libraries frequently chained their books to desks.[16] Libraries also were not uniformly open to the public. In 1790, The Public Library Act would not be passed for another sixty-seven years.

Even though the British Museum existed at this time and contained over 50,000 books, the national library was not open to the public, or even to a majority of the population. Access to the Museum depended on passes, for which there was sometimes a waiting period of three to four weeks. Moreover, the library was not open to browsing. Once a pass to the library had been issued, the reader was taken on a tour of the library. Many readers complained that the tour was much too short. Similarly, the Bibliothèque du Roi in Paris required a potential visitor to be "carefully screened" and, even after this stipulation was met, the library was open only two days per week and only to view medallions and engravings, not books.

## Scheda n. 6

1. Il servizio di reference

2. Il diritto d'autore e diritti connessi

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Bonarrigo, Diego

Formulario di tutti gli atti esecutivi, esecuzine forzata mobiliare, espropriazione immobiliare, fallimento e vendita beni mobili e immobili ... : con commento giurisprudenziale / Diego Bonarrigo, Giuseppe Stassano. - Milano : L. di G. Pirola, 1972. - 355 p. ; 24 cm.

1. Esecuzione - Formulari

I. Stassano, Giuseppe

347.9

4. In una cartella Windows il candidato selezioni tre file non adiacenti

### TESTO DA TRADURRE

The increase in secular literature encouraged the spread of lending libraries, especially the commercial subscription libraries. Commercial subscription libraries began when booksellers began renting out extra copies of books in the mid-18th century. Steven Fischer estimates that in 1790, there were "about six hundred rental and lending libraries, with a clientele of some fifty thousand". The mid- to late 18th century saw a virtual epidemic of feminine reading as novels became more and more popular. Novels, while frowned upon in society, were extremely popular. In England there were many who lamented at the "villanous profane and obscene books" and the opposition to the circulating library, on moral grounds, persisted well into the 19th century. Still, many establishments must have circulated many times the number of novels as of any other genre. In 1797, Thomas Wilson wrote in *The Use of Circulating Libraries*: "Consider, that for a successful circulating library, the collection must contain 70% fiction". However, the overall percentage of novels mainly depended on the proprietor of the circulating library. While some circulating libraries were almost completely novels, others had less than 10% of their overall collection in the form of novels.

## Scheda n. 7

1. In relazione all'open access, cos'è l'autoarchiviazione e qual è la differenza tra archivi aperti istituzionali e archivi aperti disciplinari?
2. Caratteristiche del diritto d'autore nei sistemi giuridici di tradizione anglosassone
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

<p>Cian, Giorgio Commentario breve al Codice civile. Complemento giurisprudenziale / Giorgio Cian, Alberto Trabucchi ; con la collaborazione di Bruno Barel ... [et al.]. - Edizione per prove concorsuali ed esami 2016 / a cura di Giorgio Cian. - Milanofiori Assago : Wolters Kluwer ; [Padova] : CEDAM, 2016. - 3964 p. ; 24 cm. - (Breviaria iuris). - [ISBN] 978-88-13-35971-3. 1. Diritto processuale civile I. Trabucchi, Alberto II. Barel, Bruno 347</p>
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4. Il candidato selezioni e copi un testo in una pagina web quindi lo incolli in Microsoft Word senza formattazione originale

### TESTO DA TRADURRE

Much like paperbacks of today, many of the novels in circulating libraries were unbound. At this period of time, many people chose to bind their books in leather. Many circulating libraries skipped this process. Circulating libraries were not in the business of preserving books; their owners wanted to lend books as many times as they possibly could. Circulating libraries had ushered in a completely new way of reading. Reading was no longer simply an academic pursuit or an attempt to gain spiritual guidance. Reading became a social activity. Many circulating libraries were attached to the shops of milliners or drapers. They served as much for social gossip and the meeting of friends as coffee shops do today.

Another factor in the growth of subscription libraries was the increasing cost of books. In the last two decades of the century, especially, prices were practically doubled, so that a quarto work cost a guinea, an octavo 10 shillings or 12 shillings, and a duodecimo cost 4 shillings per volume. Price apart, moreover, books were difficult to procure outside London, since local booksellers could not afford to carry large stocks.

## Scheda n. 8

1. Il percorso del libro in biblioteca
2. I diritti di utilizzazione economica nell'ambito del diritto d'autore
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Italia

Codice civile e di procedura civile : Costituzione della Repubblica italiana, appendice di leggi complementari, indici sommario, cronologico e analitico -alfabetico / [a cura di] Giorgio Ferrari. - Milano : U. Hoepli, 2011. - XXIX, 978 p. ; 19 cm. - (Codici e leggi d'Italia). - [ISBN] 978-88-203-4627-0.

1. Diritto processuale civile

I. Ferrari, Giorgio

347

4. In Microsoft Word il candidato renda visibili i simboli di formattazione nascosti presenti nel documento

### TESTO DA TRADURRE

Private-subscription libraries functioned in much the same manner as commercial subscription libraries, though they varied in many important ways. One of the most popular versions of the private-subscription library was the "gentlemen only" library. The gentlemen's subscription libraries, sometimes known as proprietary libraries, were nearly all organized on a common pattern. Membership was restricted to the proprietors or shareholders, and ranged from a dozen or two to between four and five hundred. The entrance fee, i.e. the purchase price of a share, was in early days usually a guinea, but rose sharply as the century advanced, often reaching four or five guineas during the French wars; the annual subscription, during the same period, rose from about six shillings to ten shillings or more. The book-stock was, by modern standards, small (Liverpool, with over 8,000 volumes in 1801, seems to have been the largest), and was accommodated, at the outset, in makeshift premises—very often over a bookshop, with the bookseller acting as librarian and receiving an honorarium for his pains.

The Liverpool Subscription library was a gentlemen only library. In 1798, it was renamed the Athenaeum when it was rebuilt with a newsroom and coffeehouse.



## Scheda n. 9

1. I periodici elettronici: caratteristiche e fruizione
2. La durata della protezione dei diritti di utilizzazione economica
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Introduzione alla sociologia dei beni culturali : testi antologici / [a cura di] Mario Aldo Toscano, Elena Gremigni. - Firenze : Le Lettere, c2008. - 531 p. ; 24 cm. - (Le lettere/università ; 34). - [ISBN] 88-6087-159-X.

1. Patrimonio culturale - Tutela - Fonti letterarie  
I. Toscano, Mario Aldo II. Gremigni, Elena  
363.69

4. In Microsoft Word il candidato mostri come è possibile fare una ricerca per parole utilizzando i caratteri jolly

### TESTO DA TRADURRE

The main task of public libraries is to provide the public with access to books and periodicals. The American Library Association (ALA), addresses this role of libraries as part of "access to information" and "equity of access"; part of the profession's ethical commitment that "no one should be denied information because he or she cannot afford the cost of a book or periodical, have access to the internet or information in any of its various formats."

Libraries typically offer access to thousands, tens of thousands, or even millions of books, the majority of which are available for borrowing by anyone with the appropriate library card. A library's selection of books is called its collection, and usually includes a range of popular fiction, classics, nonfiction and reference works, books of public interest or under public discussion, and subscriptions to popular newspapers and magazines. Most libraries offer quiet space for reading, known as reading rooms. Borrowers may also take books home, as long as they return them at a certain time and in good condition. If a borrowed book is returned late, the library may charge a small library fine, though some libraries have eliminated fines in recent years.

## Scheda n. 10

1. Il sistema di Classificazione Decimale Dewey

2. Opere orfane

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Canta, Alba Francesca

Empowering women and children : genere e generazioni in un'analisi empirica di sviluppo umano in Italia / Alba Francesca Canta. - Milano : Angeli, 2020. - 199 p. ; 23 cm. - (Generi e società ; 2). - [ISBN] 978-88-351-0692-0.

1. Bambini [e] Donne - Qualità [della] vita - Italia - Indagini sociologiche

306

4. In Microsoft Word il candidato scriva un testo di due righe quindi inserisca due note di chiusura in corrispondenza della terza e dell'ultima parola

### TESTO DA TRADURRE

Public libraries also provide books and other materials for children. These items are often housed in a special section known as a children's library and attended to by a specialized children's librarian. Child oriented websites with on-line educational games and programs specifically designed for younger library users are becoming increasingly popular. Services may be provided for other groups, such as large print or Braille materials, Books on tape, young adult literature and other materials for teenagers, or materials in other than the national language (in foreign languages). Libraries also lend books to each other, a practice known as interlibrary loan. Interlibrary loan allows libraries to provide patrons access to the collections of other libraries, especially rare, infrequently used, specialized and/or out-of-print books. Libraries within the same system, such as a county system, may lend their books to each other, or libraries in different states may even use an interlibrary loan system.

The selection, purchase and cataloging of books for a collection; the care, repair, and weeding of books; the organization of books in the library; readers' advisory; and the management of membership, borrowing and lending are typical tasks for a public librarian, an information professional with graduate-level education or experience in library and information science.

## Scheda n. 11

1. Il sito web della biblioteca

2. Opere in pubblico dominio

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Le Corbusier : sette architetture : conoscenza e conservazione dell'architettura del 20. secolo / a cura di Paolo Faccio. - Firenze : Altralea, 2016. - 139 p. : ill. ; 22 cm. - (Momenti di architettura moderna. Nuova serie ; 1) (Momenti di architettura moderna. Quaderni). - Catalogo della Mostra tenuta a Venezia e a Treviso nel 2015-2016. - [ISBN] 978-88-98743-94-0.

1. Le Corbusier

I. Le Corbusier II. Faccio, Paolo

720.92

4. In Microsoft Word il candidato modifichi i margini del documento settando i margini stretti

### TESTO DA TRADURRE

Part of the public library mission has become attempting to help bridge the digital divide. As more books, information resources, and government services are being provided online (see e-commerce and e-government), public libraries increasingly provide access to the Internet and public computers for users who otherwise would not be able to connect to these services. They can also provide community spaces to encourage the general population to improve their digital skills through Library Coding Clubs and Library makerspace. Almost all public libraries now house a computer lab. Internationally, public libraries offer information and communication technology (ICT) services, giving "access to information and knowledge" the "highest priority". While different countries and areas of the world have their own requirements, general services offered include free connection to the Internet, training in using the Internet, and relevant content in appropriate languages. In addition to typical public library financing, non-governmental organizations (NGOs) and business fund services that assist public libraries in combating the digital divide.

In addition to access, many public libraries offer training and support to computer users. Once access has been achieved, there remains a large gap in people's online abilities and skills.

## Scheda n. 12

1. Gli standard di catalogazione
2. Opere orfane, pubblico dominio e opere fuori commercio
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Ovidius Naso, Publius Le metamorfosi di Ovidio / [a cura di] Vittorio Sermonti. - Milano : Rizzoli, 2014. - 831 p. ; 22 cm. - Traduzione italiana a fronte. - [ISBN] 978-88-17-07263-2. 1. Letteratura latina I. Sermonti, Vittorio 873.01
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4. In Microsoft Word il candidato modifichi l'orientamento della pagina da verticale a orizzontale

### TESTO DA TRADURRE

Public libraries have a long history of functioning as community centers or public spaces for reading, study and formal and informal public meetings. In 1898, Andrew Carnegie, a prominent library philanthropist, built a library in Homestead, Pennsylvania, where his main steel mills were located. Besides a book collection, it included a bowling alley, an indoor swimming pool, basketball courts and other athletic facilities, a music hall, and numerous meeting rooms for local organizations. It sponsored highly successful semi-pro football and baseball teams. Even before the development of the modern public library, subscription libraries were often used as clubs or gathering places. They served as much for social gossip and the meeting of friends, as coffee shops do today. Throughout history, public libraries were touted as alternatives to dance halls or gentleman's clubs, and frequently built, organized and supported because of their equalizing and civilizing influence.

Today, in-person and on-line programs for reader development, language learning, homework help, free lectures and cultural performances, and other community service programs are common offerings. The library storytime, in which books are read aloud to children and infants, is a cultural touchstone. Most public libraries offer frequent storytimes, often daily or even several times a day for different age groups.

## Scheda n. 13

1. I codici bibliografici identificativi: ISBN, ISSN e DOI
2. Differenza tra le funzioni di tutela e di valorizzazione dei beni culturali
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

<p>Boethius, Anicius Manlius Torquatus Severinus La consolazione della filosofia / Severino Boezio ; a cura di Fabio Troncarelli. - [Milano] : Bompiani Il pensiero occidentale, 2019. - 566 p. ; 22 cm. - (Bompiani Il pensiero occidentale). - Traduzione italiana a fronte. - [ISBN] 978-88-301-0018-3. 1. BOEZIO, ANICIO MANLIO TORQUATO SEVERINO. DE CONSOLATIONE PHILOSOPHIAE - STUDIO CRITICO I. Troncarelli, Fabio 189</p>
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4. In Microsoft Word il candidato visualizzi contemporaneamente due sezioni diverse dello stesso documento

### TESTO DA TRADURRE

The Internet has had a significant effect on the availability and delivery of reference services. Many reference works, such as the Encyclopædia Britannica, have moved entirely online, and the way people access and use these works has changed dramatically in recent decades. The rise of search engines and crowd-sourced resources such as Wikipedia have transformed the reference environment. In addition to the traditional reference interview, reference librarians have an increasing role in providing access to digitized reference works (including the selection and purchase of databases not available to the general public) and ensuring that references are reliable and presented in an academically acceptable manner. Librarians also have a role in teaching information literacy, so that patrons can find, understand and use information and finding aids like search engines, databases and library catalogs: for instance, patrons who lack access to expensive academic subscriptions can be taught to Unpaywall to access open access literature easily. In addition to their circulating collection, public libraries usually offer a collection of reference books, such encyclopedias, dictionaries, phone books and unique or expensive academic works. These books may not be available for borrowing, except under special circumstances.

## Scheda n. 14

1. Il prestito interbibliotecario
2. Il deposito legale dei documenti di interesse culturale destinati all'uso pubblico
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Map, Walter Svaggi di corte / Walter Map ; a cura di Fortunata Latella. - 2. ed. - Parma : Pratiche, 1991. - 2 v. ; 18 cm. - (Biblioteca medievale ; 10). - Testo orig. a fronte. - [ISBN] 88-7380-115-3. I. Latella, Fortunata 878.0308
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4. In Microsoft Excel il candidato protegga il foglio con una password

### TESTO DA TRADURRE

Some libraries also keep historical documents relevant to their particular town, and serve as a resource for historians in some instances. The Queens Public Library kept letters written by unrecognized Tiffany lamp designer Clara Driscoll, and the letters remained in the library until a curator discovered them. Some libraries may also serve as archives or government depositories, preserving historic newspapers, property records or government documents. Collections of unique or historical works are sometimes referred to as special collections; except in rare cases, these items are reference items, and patrons must use them inside the library under the supervision or guidance of a librarian. Local libraries' special collections may be of particular interest to people researching their family history. Libraries that are focused on collecting works related to particular families are genealogical libraries and may be housed in the same building as a public library.

Many libraries—especially large, urban libraries—have large collections of photographs, digital images, rare and fragile books, artifacts and manuscripts available for public viewing and use. Digitization and digital preservation of these works is an ongoing effort, usually funded by grants or philanthropy.

## Scheda n. 15

1. I formati MARC

2. I compiti del Garante della privacy

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Manzoni, Alessandro

Adelchi : in appendice gli Appunti per Spartaco / Alessandro Manzoni ; introduzione di Pietro Gibellini ; prefazione e note di Sergio Blazina. - 10. ed.. - Milano : Garzanti, 2010. - LVII, 149 p. ; 18 cm. - (I grandi libri Garzanti ; 430). - [ISBN] 978-88-11-36430-6.

1. Letteratura italiana

I. Gibellini, Pietro II. Blazina, Sergio

852.7

4. In Microsoft Excel il candidato inserisca un numero diverso in cinque celle della stessa riga quindi disponga nella sesta cella la somma automatica della prima e della terza cella

### TESTO DA TRADURRE

The establishment or development of a public library involves creating a legal authorization and governing structure, building a collection of books and media, as well as securing reliable funding sources, especially government sources. Most public libraries are small, serving a population of under 25,000, and are (or were) established in response to specific local needs.

After being established and funded through a resolution, public referendum or similar legal process, the library is usually managed by a board of directors, library council or other local authority. A librarian is designated as the library director or library manager. In small municipalities, city or county government may serve as the library board and there may be only one librarian involved in the management and direction of the library. Library staff who are not involved in management are known in the United States and some other English-speaking countries as "library paraprofessionals" or "library support staff. They may or may not have formal education in library and information science. Support staff have important roles in library collection development, cataloging, technical support, and the process of preparing books for borrowing. All of these tasks may be referred to as technical services, whether or not they involve information technology.

## Scheda n. 16

1. Differenza tra pubblicazione monografica e pubblicazione seriale

2. Differenza tra carta dei servizi e regolamento

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Gadda, Carlo Emilio

Quer pasticciaccio brutto de via Merulana : [romanzo] / Carlo Emilio Gadda ; prefazione di Pietro Citati ; nota di Giorgio Pinotti. - Nuova ed. - Milano : Garzanti, 2011. - XVII, 275 p. ; 21 cm. - (Gli elefanti). - [ISBN] 978-88-11-69462-5.

1. Letteratura italiana

I. Citati, Pietro II. Pinotti, Giorgio

853.914

4. In Microsoft Excel il candidato crei un file con tre fogli di lavoro, rinomini i fogli 'primo', 'secondo' e 'terzo' quindi li disponga nel seguente ordine: 'terzo', 'secondo', 'primo'

### TESTO DA TRADURRE

Public libraries are funded through a wide combination of sources, the most significant which is usually local or municipal funding. The citizens who use a local library support it via the city or county government, or through a special-purpose district, which is a local government body that has independent leadership and may levy its own taxes. Local funding may be supplemented by other government funding. For example, in the United States, the state and federal governments provide supplementary funding for public libraries through state aid programs, the Library Services and Technology Act (LSTA) and E-Rate. State and local governments may also offer cities and counties large grants for library construction or renovation. Private philanthropy has also had a significant role in the expansion and transformation of library services, and, like other educational institutions, some libraries may be partially funded by an endowment. Some proactive librarians have devised alliances with patron and civic groups to supplement their financial situations. Library "friends" groups, activist boards, and well organized book sales also supplement government funding. Public funding has always been an important part of the definition of a public library. However, with local governments facing financial pressures due to the Great Recession, some libraries have explored ways to supplement public funding.



## Scheda n. 18

1. La catalogazione partecipata
2. I servizi aggiuntivi previsti dal Codice dei Beni Culturali per gli istituti e i luoghi della cultura
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Darnton, Robert Libri proibiti : pornografia, satira e utopia all'origine della rivoluzione francese / Robert Darnton. - Milano : Mondadori, 1997. - 392 p. : ill. ; 24 cm. - (La storia). - Trad. di Vittorio Beonio Brocchieri. - [ISBN] 88-04-41040-X. 1. Francia - Cultura - Sec. 18. 2. Censura di stampa - Francia - Sec. 18. 944.034
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4. In Microsoft Excel il candidato formatti una cella disponendo la centratura del testo sia in orizzontale che in verticale

### TESTO DA TRADURRE

In Renaissance Europe, the arrival of mechanical movable type printing introduced the era of mass communication which permanently altered the structure of society. The relatively unrestricted circulation of information—including revolutionary ideas—transcended borders, captured the masses in the Reformation and threatened the power of political and religious authorities; the sharp increase in literacy broke the monopoly of the literate elite on education and learning and bolstered the emerging middle class. Across Europe, the increasing cultural self-awareness of its people led to the rise of proto-nationalism, accelerated by the flowering of the European vernacular languages to the detriment of Latin's status as lingua franca. In the 19th century, the replacement of the hand-operated Gutenberg-style press by steam-powered rotary presses allowed printing on an industrial scale, while Western-style printing was adopted all over the world, becoming practically the sole medium for modern bulk printing.

The use of movable type was a marked improvement on the handwritten manuscript, which was the existing method of book production in Europe, and upon woodblock printing, and revolutionized European book-making. Gutenberg's printing technology spread rapidly throughout Europe and later the world.

## Scheda n. 19

1. La biblioteca digitale e la biblioteca ibrida
2. La funzione di conservazione dei beni culturali
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Darnton, Robert L'età dell'informazione : una guida non convenzionale al Settecento / Robert Darnton ; traduzione di Franco Salvatorelli. - Milano : Adelphi, [2007]. - 249 p. : ill. ; 22 cm. - (L'oceano delle storie ; 10). - [ISBN] 978-88-459-2152-0. 1. Francia - Cultura - Sec. 18. 2. Cultura e società - Europa - Sec. 18 3. Illuminismo - Francia I. Salvatorelli, Franco 944.034
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4. In Microsoft Excel il candidato inserisca nelle celle consecutive di una colonna i numeri 15, 20, 18 e 45 quindi crei un istogramma

### TESTO DA TRADURRE

Until at least 1444 Gutenberg lived in Strasbourg, most likely in the St. Arbogast parish. It was in Strasbourg in 1440 that he is said to have perfected and unveiled the secret of printing based on his research, mysteriously entitled *Aventur und Kunst* (enterprise and art). It is not clear what work he was engaged in, or whether some early trials with printing from movable type may have been conducted there. After this, there is a gap of four years in the record. In 1448, he was back in Mainz, where he took out a loan from his brother-in-law Arnold Gelthus, quite possibly for a printing press or related paraphernalia. By this date, Gutenberg may have been familiar with intaglio printing; it is claimed that he had worked on copper engravings with an artist known as the Master of Playing Cards.

Gutenberg was able to convince the wealthy moneylender Johann Fust for a loan of 800 guilders. Peter Schöffer, who became Fust's son-in-law, also joined the enterprise. Schöffer had worked as a scribe in Paris and is believed to have designed some of the first typefaces.

Gutenberg's workshop was set up at Hof Humbrecht, a property belonging to a distant relative.

## Scheda n. 22

1. Information Literacy

2. Compiti delle regioni in materia di beni culturali

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

De Robbio, Antonella

Archivi aperti e comunicazione scientifica / Antonella De Robbio. - Napoli : ClioPress, 2007. - XII, 403 p. ; 21 cm. - (Saperi storici e nuove tecnologie ; 4). - [ISBN] 978-88-88904-09-2.

1. Pubblicazioni elettroniche - Diritti d'autore 2. Editoria elettronica

070.579

4. In un browser (a scelta tra Chrome, Edge, Mozilla Firefox) il candidato setti Google come motore di ricerca utilizzato nella barra degli indirizzi

### TESTO DA TRADURRE

A manuscript was, traditionally, any document written by hand – or, once practical typewriters became available, typewritten — as opposed to mechanically printed or reproduced in some indirect or automated way. More recently, the term has come to be understood to further include any written, typed, or word-processed copy of an author's work, as distinguished from its rendition as a printed version of the same. Before the arrival of printing, all documents and books were manuscripts. Manuscripts are not defined by their contents, which may combine writing with mathematical calculations, maps, music notation, explanatory figures or illustrations.

Before the inventions of printing, in China by woodblock and in Europe by movable type in a printing press, all written documents had to be both produced and reproduced by hand. Historically, manuscripts were produced in form of scrolls (volumen in Latin) or books (codex, plural codices). Manuscripts were produced on vellum and other parchment, on papyrus, and on paper. In Russia birch bark documents as old as from the 11th century have survived. In India, the palm leaf manuscript, with a distinctive long rectangular shape, was used from ancient times until the 19th century.

## Scheda n. 23

1. Differenze tra:

- biblioteca pubblica statale
- biblioteca di pubblica lettura
- biblioteca universitaria

2. Soprintendenze archivistiche e bibliografiche

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Grignani, Elisa

Classificare con la CDD: guida all'uso della 19. edizione Dewey /Elisa Grignani, Annarita Zanobi. – Milano, Bibliografica, copyr. 1984. – 309 p.; 21 cm. – (Bibliografia e biblioteconomia; 14). – ISBN 88-7075-086-8.

1. Classificazione decimale Dewey – Manuali

I. Zanobi, Annarita

025.431

4. Il candidato setti un browser a scelta (tra Chrome, Edge, Mozilla Firefox) come browser predefinito

### TESTO DA TRADURRE

The oldest written manuscripts have been preserved by the perfect dryness of their Middle Eastern resting places, whether placed within sarcophagi in Egyptian tombs, or reused as mummy-wrappings, discarded in the middens of Oxyrhynchus or secreted for safe-keeping in jars and buried (Nag Hammadi library) or stored in dry caves (Dead Sea scrolls). Manuscripts in Tocharian languages, written on palm leaves, survived in desert burials in the Tarim Basin of Central Asia. Volcanic ash preserved some of the Roman library of the Villa of the Papyri in Herculaneum. Ironically, the manuscripts that were being most carefully preserved in the libraries of antiquity are virtually all lost. Papyrus has a life of at most a century or two in relatively moist Italian or Greek conditions; only those works copied onto parchment, usually after the general conversion to Christianity, have survived, and by no means all of those.

Originally, all books were in manuscript form. In China, and later other parts of East Asia, woodblock printing was used for books from about the 7th century. The earliest dated example is the Diamond Sutra of 868. In the Islamic world and the West, all books were in manuscript until the introduction of movable type printing in about 1450.

**Scheda n. 17**

1. Information retrieval

2. L'ICCU: articolazione e compiti

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

<p>Scurati, Antonio M : l'uomo della provvidenza : [romanzo] / Antonio Scurati. - Milano : Bompiani ; Firenze : Giunti, 2020. - 645 p. ; 21 cm. - (Narratori italiani). - [ISBN] 978-88-301-0265-1. 1. Mussolini, Benito 853.92</p>
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4. In Microsoft Excel il candidato renda visibili le interruzioni di pagina

**TESTO DA TRADURRE**

Johannes Gensfleisch zur Laden zum Gutenberg was a German goldsmith, inventor, printer, and publisher who introduced printing to Europe with his mechanical movable-type printing press. His work started the Printing Revolution in Europe and is regarded as a milestone of the second millennium, ushering in the modern period of human history; an overview of the wide acclaim of Gutenberg's accomplishments is found in several sources.

While not the first to use movable type in the world, in 1439 Gutenberg was the first European to do so. His many contributions to printing include: the invention of a process for mass-producing movable type; the use of oil-based ink for printing books; adjustable molds; mechanical movable type; and the use of a wooden printing press similar to the agricultural screw presses of the period. His truly epochal invention was the combination of these elements into a practical system that allowed the mass production of printed books and was economically viable for printers and readers alike. Gutenberg's method for making type is traditionally considered to have included a type metal alloy and a hand mould for casting type.

## Scheda n. 20

1. Il sistema di descrizione ISBD
2. Biblioteche universitarie e biblioteche delle università
3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Simenon, Georges Il viaggiatore del giorno dei morti / Georges Simenon ; traduzione di Laura Frausin Guarino. - Milano : Adelphi, 2020. - 290 p. ; 20 cm. - (Gli Adelphi ; 596). - [ISBN] 978-88-459-3502-2. I. Frausin Guarino, Laura 843.912
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4. In Microsoft Excel il candidato ordini la colonna alfabeticamente in senso inverso (dalla Z alla A)

### TESTO DA TRADURRE

Between 1450 and 1455, Gutenberg printed several texts, some of which remain unidentified; his texts did not bear the printer's name or date, so attribution is possible only from typographical evidence and external references. Certainly several church documents including a papal letter and two indulgences were printed, one of which was issued in Mainz. In view of the value of printing in quantity, seven editions in two styles were ordered, resulting in several thousand copies being printed. Some printed editions of *Ars Minor*, a schoolbook on Latin grammar by Aelius Donatus, may have been printed by Gutenberg; these have been dated either 1451–52 or 1455.

In 1455, Gutenberg completed copies of a beautifully executed folio Bible (*Biblia Sacra*), with 42 lines on each page. Copies sold for 30 florins each, which was roughly three years' wages for an average clerk. Nonetheless, it was significantly cheaper than a manuscript Bible that could take a single scribe over a year to prepare. After printing, some copies were rubricated or hand-illuminated in the same elegant way as manuscript Bibles from the same period.

48 substantially complete copies are known to survive, including two at the British Library that can be viewed and compared online.

## Scheda n. 21

1. La customer satisfaction

2. Le licenze open

3. Si trasformi la seguente scheda ISBD(M) in Unimarc Bibliografico:

Dionisotti, Carlo

Una degna amicizia, buona per entrambi : carteggio 1957-1997 / Carlo Dionisotti, Giovanni Pozzi ; a cura di Ottavio Besomi. - Roma : Edizioni di storia e letteratura, 2013. - XXXIX, 306 p., [4] carte di tav. : ill. ; 24 cm. - (Carteggi di Carlo Dionisotti ; 1). - [ISBN] 978-88-6372-613-8.

1. Dionisotti, Carlo - Carteggi [con] Pozzi, Giovanni - 1957-1997

I. Pozzi, Giovanni II. Besomi, Ottavio

850.9

4. In un browser (a scelta tra Chrome, Edge, Mozilla Firefox) il candidato apra una pagina web e la salvi in locale in formato pdf

### TESTO DA TRADURRE

Gutenberg's early printing process, and what texts he printed with movable type, are not known in great detail. His later Bibles were printed in such a way as to have required large quantities of type, some estimates suggesting as many as 100,000 individual sorts. Setting each page would take, perhaps, half a day, and considering all the work in loading the press, inking the type, pulling the impressions, hanging up the sheets, distributing the type, etc., it is thought that the Gutenberg–Fust shop might have employed as many as 25 craftsmen.

Gutenberg's technique of making movable type remains unclear. In the following decades, punches and copper matrices became standardized in the rapidly disseminating printing presses across Europe. Whether Gutenberg used this sophisticated technique or a somewhat primitive version has been the subject of considerable debate.

The invention of the making of types with punch, matrix and mold has been widely attributed to Gutenberg. However, recent evidence suggests that Gutenberg's process was somewhat different. If he used the punch and matrix approach, all his letters should have been nearly identical, with some variation due to miscasting and inking. However, the type used in Gutenberg's earliest work shows other variations.

d'ordine del Presidente  
Il Segretario  
f.to dott. Vittorio CATAPANO