# Bibliography and Librarianship

## Prof. Luca Rivali; Prof. Paola Sverzellati

Module 1: *Bibliography* (Prof. Luca Rivali)

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to introduce students to the basic principles of bibliography as a discipline (particularly in relation to early printed books), alongside the history of the discipline and its practical applications both historically and in the contemporary age.

At the end of the course, students will be familiar with the main bibliographic tools, they will know the main descriptive models of printed books (particularly early examples), they will understand the elements present in bibliographic descriptions, they will have acquired an overview of the historical development of bibliography and its key figures. Lastly, they will have acquired some tools to build up a bibliography for their own studies.

***COURSE CONTENT***

The concept of bibliography. Bibliography and cataloguing. Bibliographic citation, with practical exercises. The bibliographic chain and constructing a bibliography. Knowledge and use of the main bibliographies, with a particular focus on those related to 15th-16th-century printed books. Chronology of the discipline. Bibliography and indexes.

***READING LIST***

1. A. Capaccioni, *Introduzione allo studio della Bibliografia*, Editrice Bibliografica, Milano 2020

2. L. Rivali (ed.), *Materiali per una teoria della Bibliografia,* Ufficio fotoriproduzioni.

3. L. Balsamo, *La Bibliografia. Storia di una tradizione,* Unicopli, Milano, 2017.

4. D. Duncan, *Indice, Storia dell’. Dai manoscritti a Google, l’avventurosa storia di come abbiamo imparato a orientarci nel sapere*, UTET, Torino, 2022.

Students who may have attendance problems must also read one of the following works:

L. Balsamo, *Antonio Possevino S.I., bibliografo della Controriforma e diffusione della sua opera in area anglicana,* Olschki, Florence, 2006.

E. Barbieri, *Haebler contro Haebler. Appunti per una storia dell’incunabolistica novecentesca,* EDUCatt, Milan, 2008.

T. Bestermann, *Le origini della bibliografia,* ed. by A. Capaccioni, Le Lettere, Florence, 2008.

R. Blum, *Bibliografia. Indagine diacronica sul termine e sul concetto,* Sylvestre Bonnard, Milan, 2007.

A. Capaccioni (ed.), *Ricerche bibliografiche. Banche dati e biblioteche in Rete,* Apogeo, Milan, 2011.

A.M. Caproni, *L’inquietudine del sapere. Scritti di teoria della bibliografia,* Sylvestre Bonnard, Milan, 2007.

A.M. Caproni, *Il coraggio di sapere. La bibliografia e il suo infinito intrattenimento*, a cura di F. Puddu, Vecchiarelli, Manziana, 2021.

P. Castellucci - S. Mori, *Suzanne Briet nostra contemporanea. Con la prima traduzione italiana di* Qu’est-ce que la documentation? *(1951)*, Mimesis, Milano-Udine, 2022.

J.F. Gilmont, *Le livre & ses secrets,* Droz – Université Catholique de Louvain, Genève – Louvain-la-Neuve, 2003.

G. Ricuperati, *Giornali e società nell’Italia dell’“Ancien regime” (1668-1789),* in C. Capra-V. Castronovo-G. Ricuperati, La stampa italiana dal Cinquecento all’Ottocento, Laterza, Rome-Bari, 1986, pp. 67-384.

L. Rivali (ed.), *Bibliografia e identità nazionale: il caso trentino nel XVIII secolo,* Forum, Udine, 2009.

U. Rozzo, *La letteratura italiana negli Indici del Cinquecento,* Forum, Udine, 2005.

M. Santoro-A. Orlandi, *Avviamento alla bibliografia. Materiali di studio e di lavoro,* Editrice Bibliografica, Milan, 2006.

M. Santoro, *Lezioni di bibliografia,* Editrice Bibliografica, Milan, 2012.

A. Serrai, *Il Cimento della Bibliografia,* Sylvestre Bonnard, Milano, 2001.

A. Serrai-F. Sabba, *Profilo di Storia della Bibliografia,* Sylvestre Bonnard, Milan, 2005.

F. Venuda, *La citazione bibliografica nei percorsi di ricerca. Dalla galassia Gutenberg alla rivoluzione digitale,* Unicopli, Milan, 2012.

M. Vivarelli, *Le dimensioni della bibliografia. Scrivere di libri al tempo della rete,* Carocci, Rome, 2013.

***TEACHING METHOD***

Normally frontal lectures and, where possible, educational visits to exhibitions and libraries.

***ASSESSMENT METHOD AND CRITERIA***

Students will be assessed by means of an oral exam in which they must demonstrate their basic knowledge about each of the topics covered on the course and developed through studying the course reading list. As a rule, there will be one question per book. Students must also be able to read and provide a commentary and/or write an analytical bibliographic record. The final mark will be based on the relevance of students’ answers, their use of specific terminology and their ability to present the content learned in a structured and precise way.

***NOTES AND PREREQUISITES***

There are no specific prerequisites for the course.

Attendance in lectures is strongly recommended so that students can develop familiarity with this somewhat technical discipline and with the bibliographic tools discussed in lectures and not found easily elsewhere.

Students taking a two-year course (*biennalisti*) or otherwise with particular requirements should contact the lecturer to customise their syllabus. Students taking the exam on a syllabus from previous academic years must inform the lecturer in good time before their chosen exam date.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board. The lecturer may be contacted on *luca.rivali@unicatt.it*.

Module 2: *Biblioteconomia* (Prof. Paola Sverzellati)

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course will introduce students to a vision of libraries as cultural property and organisational structures that perform a highly important cultural service.

The intended learning outcomes are as follows: specific knowledge in the field of library science and of libraries as institutional contexts; a critical understanding of the main theories and processes involved in protecting, promoting, conserving and managing the cultural property collected in a library; and initial practical experience of conserving and protecting cultural property, studying and describing cultural property, loaning and moving cultural property, user services, managing information and documentary resources, promoting cultural heritage, promoting cultural services and property, and planning and running cultural activities. At the end of the course, students will be able to identify and evaluate the particular features and qualities of a library independently.

***COURSE CONTENT***

Functions and objectives of the library as per S.R. Ranganathan's rules of library science. Processing, organising and managing materials and user services. Italian library science and institutional representatives. Understanding the structure and function of the catalogue: making bibliographic records, the *IFLA Library Reference Model (LRM)*, the IFLA *Statement of International Cataloguing Principles* and authority records. Descriptive cataloguing using the ISBD standard and subject indexing. Metadata.

***READING LIST***

G. Montecchi-F. Venuda, *Nuovo manuale di Biblioteconomia.* Editrice Bibliografica, Milano, 2022 (Biblioteconomia e scienza dell’informazione, 44) ISBN 978-88-9357-397-9

R. Guardini, *Elogio del libro,* Brescia, Morcelliana, 1985; 2nd ed. 1993 [both editions available from the University libraries]; or U. Eco, *De Bibliotheca*, 1981, hard copy available from the University library; or digitally at https://www.liberliber.it/mediateca/libri/e/eco/de\_bibliotheca/html/index.htm

*Beni librari e documentari. Raccomandazioni per la tutela*, edited by O. Foglieni, Regione Lombardia, Milan 2007, pp. 47-66 (Allegato 1: *I cento passi della prevenzione in biblioteca*)

A. Galluzzi, *Biblioteche per la città : nuove prospettive di un servizio pubblico*, Roma, Carocci, 2009 (Beni culturali, 34), capitolo 2 a pp. 35-134.

V. Broughton, *Costruire thesauri: strumenti per indicizzazione e metadati semantici,* Italian edition by P. Cavaleri. Translated by L. Ballestra and L. Venuti, Milan, Editrice Bibliografica, 2008, chapters 1-6

Further reading material and other resources will be provided during the course. Students are also advised to familiarise themselves with the institutional websites listed on Blackboard.

***TEACHING METHOD***

Lectures in classroom with support of slides, guided exercises in classroom, Workshop on Thesauri.

***ASSESSMENT METHOD AND CRITERIA***

Students will be assessed by means of an oral exam and a prior preliminary exercise to be performed individually. In particular, the oral exam will evaluate students’ ability to frame and contextualise the issues raised, including based on the topic of the individual exercise; their mastery of subject-specific technical language; and their ability to read and accurately interpret bibliographic records on the online catalogues (OPAC).

***NOTES AND PREREQUISITES***

Each student must complete an individual exercise to be agreed in person with the lecturer.

Students are advised to check the lecturer's webpage and Blackboard for updates and timely notifications, particularly as regards the individual exercise and the exam syllabus.

*Prerequisites*

As an introductory course, there are no prerequisites in terms of content. However, to help develop a mature and well-informed approach to cultural property, students are advised to attend other courses on cultural institutions such as museums and archives at the same time as this one.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.