

PROVA 1-A

1. Il candidato scriva la traduzione italiana del seguente testo:

A.4 Sources of information

A.4.1 Basis of the description

For all types of material the whole resource constitutes the basis of the description. In deciding the basis of the description, the bibliographic unit that is going to be described, it is necessary to take into account the following:

Single-part monographic resources: the whole resource.

Multipart monographic resources: a source identifying the entire resource and source of information applying to the whole resource is preferred, but if there is no such source, the first issue or part, or lacking this the earliest available issue or part is selected. For analytic description of the part see single-part monographic resources.

Serials: the first issue or part or, lacking this, the earliest available issue or part. For numbered serials, the first issue or part is the one with the lowest numeric designation or the earliest chronological designation. For unnumbered serials, the first issue or part is the issue or part with the earliest date of publication, production and/or distribution. Generally the first (or earliest) issue or part is preferred over a source associated with the whole resource or with a range of more than one issue or part.

From: **ISBD** International Standard Bibliographic Description, Consolidated Edition, 2011

2. Il candidato descriva sinteticamente la procedura che il bibliotecario addetto al front office deve seguire per permettere all'utente di usufruire dei servizi di circolazione documenti in Sebina Open Library.

3. In base alla Legge Regionale 24 marzo 2000, n. 18, dell'Emilia Romagna, quale tipologia di interventi può riguardare il finanziamento regionale sui piani bibliotecari annuali?

4. Il candidato indichi quali sono gli enti a cui la normativa italiana affida la conservazione e la gestione della documentazione archivistica non statale e con quali compiti.