

Busta	Macro ambito Catalogazione	Macro ambito Gestione	Abilità informatiche (da bando: office, posta elettronica, internet)	Prova di inglese
1	catalogazione partecipata	cosa si intende per reference	<p>Applicare un filtro a un elenco di dati strutturati su più colonne in un foglio di calcolo</p>	<p>The world of information and documentation institutions has changed dramatically in the past few years. Information must be made available both quickly and reliably. The speed at which information flows has increased exponentially, whereas the durability of the data has decreased considerably. Data can be altered, falsified and reintroduced into the information cycle with the same speed that they can be produced in the first place. So-called fake news has become an ignoble part of our global communication in recent years</p> <p>The traditional tools used in libraries, archives and museums are no longer sufficient to the task. These tools are no longer adequate for administering and controlling the global data streams with the desired quality or speed, and the large quantities of data can no longer be tackled with conventional means</p> <p>Standards provide the foundation for the generation and functional exchange of data. Even communities that seem to be highly independent will sooner or later reach a point where they require shared agreements and regulations in order to ensure the interchangeability of data and maintain a certain level of quality</p> <p>Effective and contemporary standards can accelerate the editing and generation of data and increase efficiency in the further use of data. To achieve this, however, these standards must be updated continuously and adapted to the current circumstances. General standards that are adapted by the respective user communities to their specific needs can be of benefit in this context, but also require a large degree of initiative on the part of the respective community</p>
2	catalogazione derivata	aspetti della user education	<p>Applicare un ordinamento alfabetico ai dati in elenco in un foglio di calcolo</p>	
3	catalogazione condivisa	cosa si intende per information literacy	<p>Calcolare la somma in un foglio di calcolo</p>	
4	catalogazione	commenta una delle 5 leggi della biblioteconomia di Ranganathan: books are for use	<p>Calcolare la media su un foglio di calcolo</p>	
5	indicizzazione	commenta una delle 5 leggi della biblioteconomia di Ranganathan: save the time of the reader	<p>Calcolare la sottrazione su un foglio di calcolo</p>	

testo tratto da
 Renate Behens,
 Standards in a new
 bibliographic
 world, Jlis, vol. 13
 (2022), n. 1
 (January)

6	linguaggio controllato	commenta una delle 5 leggi della biblioteconomia di Ranganathan: every book its reader Calcolare la moltiplicazione su un foglio di calcolo	Modular standards are easier to work with and more flexible in their application. In many instances, a minimum degree of consensus is all that is required to ensure the exchange of data. Special requirements can be added in dedicated modules, which in turn are then further developed by experts in the respective field. In light of the aforementioned developments, rigid frameworks that contain fixed rules and are heavily text-based have proved to be no longer fit for purpose. In this context, authority data have become particularly significant. They are a tried-and-tested tool in libraries and are labour-intensively administered there – within the Integrated Authority File (GND) in German-speaking countries, for example, or using the Library of Congress Authorities in Anglo-American countries – and, in some instances, collated within intraregional data such as the Virtual Authority File (VIAF)
7	metadattazione	commenta una delle 5 leggi della biblioteconomia di Ranganathan: every reader his/her book	Calcolare la divisione su un foglio di calcolo Unire più celle e allineare il loro contenuto a destra su un foglio di calcolo
8	Dublin Core	commenta una delle 5 leggi della biblioteconomia di Ranganathan: library is a growing organism	Unire più celle e allineare il loro contenuto a destra su un foglio di calcolo In addition to expanding the vocabulary, new concepts must be developed and a shared definition created for entities that have hitherto been imbued with different meanings and the subject of diverging interpretations. For example, the term “work” is interpreted differently in the world of archiving than it is in library-related contexts
9	FRBR	le attività di misurazione e monitoraggio nelle biblioteche	Mostrare le possibili tipologie del valore di una cella e come impostarle As described in the preceding section, data-administering cultural institutions are an essential part of our society. This is nothing new; for centuries now, libraries, archives and museums have been re-sponsible for the preservation and administration of our cultural heritage.
10	Reicat	i servizi al pubblico	Utilizzare la funzione trova in un foglio di calcolo

11	struttura di SBN	i servizi di backoffice	<p>Unlike 50 or 100 years ago, say, the updating and new development of standards in the sphere of information science requires the input of expertise from many different areas. Technical expertise is a given in this context; however, sociological and socially relevant aspects must also be factored in. If standards are to continue adhering to the International Cataloguing Principles (ICP)¹, then users' search habits and the reliability of the generated data must be included amongst the key criteria</p> <p>Democratic methods for developing standards are also desired today, which generally increases the development period but also ensures considerably greater acceptance. Ideally, standards should already be considered from different perspectives in terms of their intended use, target audience and applicability before they are actually developed or updated. Especially when it comes to implementing theoretical concepts and models, attention must be paid to their practical relevance, and the expertise of colleagues working in user communities and educational institutions sought. Sensibly, global feedback phases are no longer a rarity, and an interdisciplinary perspective should become a matter of course</p> <p>Due to changed circumstances, the user communities play a greater role in the development of standards than was previously the case. Flexible standards must be repeatedly analysed to ensure that they are up to date, and continuously amended. The assumption that the adoption of national or international standards could negate the need for any standardisation work of one's own has proved false</p> <p>A comprehensive and international standard cannot meet the needs of the often very heterogeneous communities, but merely provide the basis for local and subject-specific adaptations. What is required is a group of experts in the areas of data generation, the further use of data by community members and technical parameters.</p>
12	ICCU	ILL	<p>Impostare il layout di stampa di un foglio di calcolo</p>
13	DOI	DD	<p>Nel caso di invio di messaggi di posta elettronica, qual è l'opzione che consente al mittente di ricevere una conferma di recapito mail</p>
14	identificativi	gestione delle tesi di dottorato	<p>Qual è la funzione del backup informatico</p>
15	differenza tra catalogo e biblio i repository nella biblioteca accademica		<p>Spiegare la differenza tra il campo CC e CCN nell'utilizzo della posta elettronica</p>

16	funzioni integrate al catalogo biblioteca digitale	esempi di formati aperti per i dati	<p>This task is resource-intensive and expensive but can result in efficiency-savings when narrowing the broad scope of standards and their application. This is because the needs of, for example, those performing cataloguing work are known and can be taken into consideration when adapting the standards. In future, this task will require the establishment of a greater knowledge-base and expertise in the training of specialist staff</p> <p>This standard was first published in 1997 under the name "Rules on Cataloguing Autographs and Legacies" (RNA) and is used for these kinds of material by many archives and libraries. Since 2015, the standard has been painstakingly revised and was first published on the website of the German National Library in 2019</p>
17	differenza tra catalogo e disco accademica gli utenti istituzionali della biblioteca	quali sono i linguaggi aperti/liberi per il web	<p>The organisation of this standard is regulated in a dedicated co-operation agreement between the Austrian National Library, the Swiss National Library, the Berlin State Library and the German National Library. The update was carried out by a thematic working group of the Committee for Library Standards³ and underwent a comprehensive assessment procedure performed by colleagues working in archives and libraries</p>
18	RDA la ricerca bibliografica nella biblioteca accademica	esempi di formati aperti per le immagini	<p>The International Standard Resource Description and Access (RDA)⁴ was first introduced in German-speaking countries in 2014 for the cataloguing of authority data, and then for bibliographic data in 2015. Due to changes in the standard, a project for the necessary adaptations was set up in 2020. This so-called 3R Project for DACH Libraries implements the above-described community-centred approach to standards</p>
19	CDD gestione delle risorse elettroniche	esempi di strumenti e piattaforme per riunioni online e videoconferenze	

- 20 BIBFRAME acquisti consortili
- esempi di applicazioni interattive con Microsoft 365 assistance
- By means of a cataloguing handbook as a web-based tool, the rules of the RDA are being prepared for the user communities in German-speaking countries and documented in a cataloguing handbook. This handbook will be composed of three sections: the descriptions of the elements, the descriptions based on resource types, and general instructions and assistance
- As an end-product, it will provide the foundations for the practical cataloguing of data in the respective institutions, but also form the basis of staff training and induction. The provision of the handbook as a web tool opens up many options for subsequent use and for institutions to compile their own information and examples with links to the original RDA standard
- 21 cos'è il link resolver e a cosa se NILDE
- cos'è un browser
- The DACH cataloguing handbook is being developed by the cataloguing expert group⁵, a group of experts from library unions, public libraries and national and state libraries. The work has been commissioned and organised under the aegis of the Committee for Library Standards.6 Specialist materials such as art books, graphic materials and audio-visual media have been incorporated into this process
- The thematic working groups of the Committee for Library Standards are responsible for this task and will participate in the resource-description work from late 2021 onwards. The new cataloguing handbook will be documented in a web-based tool modelled on Wikibase. The work is being carried out within the DNB as part of an in-house documentation project
- Within the world of libraries, the ISBD is a very well-known and globally used standard issued by the International Federation of Library Associations and Institutions (IFLA).8 It was first published in 1971 and has been revised and expanded many times since then. The current version is the Consolidated Edition
- 22 cosa si intende per 'esporre i n cooperazione
- qual è il formato nativo per la diffusione degli ebook
- 23 frontespizio
- esempi di dati da rilevare in biblioteca e finalità delle rilevazioni
- esempi di periferiche in output
- 24 fonti prescritte in catalogazion acquisizione delle risorse elettroniche
- esempi di periferiche di input

25	ISBD	chi sono i walking users	cos'è un cloud	<p>The ISBD seeks to provide a basic standard for as many different applications as possible in different environments and regions. Based on this fundamental principle, the aim is to make the exchange of data easy and effective. By using a dedicated system of symbols, data elements are labelled and made comprehensible internationally</p> <p>In recent years, the importance of the ISBD has waned slightly in Europe and North America. The standard is no longer in step with the times in terms of publication type (print-based publication or PDF) and also fails to take account of modern publication formats such as audiovisual media. Furthermore, it also doesn't take account of the IFLA Library Reference Model (IFLA LRM) developed in recent years</p>
26	catalogazione descrittiva e senr esempi di contratti editoriali		qual è l'unità emelementare di un foglio di calcolo	<p>The idea of universal bibliographic control (UBC) has been of interest for centuries in the history of cataloguing and is based on the humanistic ideal of sharing recorded knowledge produced anywhere in the world. In the contemporary era, IFLA has played a central role, stimulating national bibliographic agencies and other institutions to promote standards and collaborations that go beyond the national sphere, leading to multilateral and even more cooperative bibliographic control</p>
27	spoglio delle riviste	servizi per gli studenti	cos'è la cache	<p>testo tratto da Mauro Guerrini, Universal bibliographic control in the digital ecosystem: opportunities and challenges, Jlis, vol. 13 (2022), n. 1 (January)</p>

- 28 controllo di autorità nel catalogo, servizi per i ricercatori
cosa sono i chookies
- 29 MARC servizi per i dottorandi
cosa si intende per intranet
- 30 il soggetto comunicare la biblioteca agli utenti
cosa si intende per PEC
- 31 l'area personale all'interno del la segnaletica in biblioteca
da cosa si riconosce un sito web istituzionale
- 32 concetto di stampa, ristampa, criteri di selezione delle risorse documentarie web governativo
da cosa si riconosce un sito web istituzionale

The tradition of cataloguing also grows and is enriched by the dialogue with different communities and users' groups. The free reuse of data can take place in contexts very different from the original ones, multiplying for all the opportunities for universal access and the production of new knowledge: the UBC, therefore, looks at interoperability and flexibility in the dialogue with the various communities of stakeholders and with the cultural institutions

The concept of Bibliographic Control has changed and still changing radically, because the bibliographic universe and technologies are radically changed; and resources, actors, standards, and practices will presumably change further. It necessary, therefore, to explore the new boundaries of bibliographic control, in fact, the digital ecosystem

For centuries, a text (whether manuscript or printed) was identified by the physical volume. Today, 'work' is at the center, and increasingly its content can be presented and enjoyed in many forms. For example, a reader can choose between paper and e-books, based on his or her reading preferences.

Metadata has become the protagonist of communication on the web: metadata is today the paradigm of bibliographic control. Some of the consequences are already evident. For example, the quality metadata of a resource contribute to its knowledge, enhancement, and success

The process of metadata creation for bibliographic resources starts with the creators of those resources — obviously providing the content —, and, in the modern era, usually providing the title, and some basic metadata; then, the publishers add their metadata, including some standard identifiers, an important step in the bibliographic control in the digital ecosystem

- 33 VIAF reference cooperativo
cos'è un server
- 34 intestazione semantica in catai i consorzi di acquisto
cos'è un client
- 35 punti di accesso in una registra social media e biblioteche universitarie
in termini di sicurezza
informatica cosa si intende
per phishing
- 36 titolo parallelo in una registraz il regolamento della biblioteca
cos'è un malware
- 37 variante del titolo in una regist revisione delle raccolte
cos'è una mailing list

he process of metadata creation continues through the intellectual contribution of the cataloguers of the bibliographic agencies. Considerable is the initial investment in the creation of metadata based on authoritative sources

From the model of universal bibliographic control based on the centrality and exclusivity of the national bibliographic agencies, we are moving on to dynamic and shared bibliographic control. In the digital world, this is configured as a process of data reuse and enrichment, linking single data elements

In an evolving ecosystem, the international dimension is the virtual space where stakeholders meet. In this context, libraries, and in particular, the national libraries, no longer have the monopoly of bibliographic control. This poses an intellectual and operational challenge to library institutions. However, libraries, library networks and bibliographic agencies still play an important role, in particular, through strong

collaborations among themselves, through their role as true protagonists of the standards of bibliographic control, standards flexible and at the same time binding and reliable. Still, libraries remain an essential part of the digital ecosystem

What are the consequences of digital transformation for library catalogues, and work processes in metadata creation? What is the function of repositioned and reconfigured catalogues on the web? Understanding how texts are conveyed today requires cultural awareness and professional training: this is the basis of the process of literary and conceptual analyzing the resource. These two aspects – awareness and training – should be common to the training of other actors involved in the process, who serve as mediators of the knowledge process

38	operatori booleani nella ricerca collocazione a scaffale aperto	in termini di sicurezza informatica cosa si intende per trojan	<p>The data models and the semantic web paradigm invite us to go beyond that aspect of the cataloging tradition that entrusted only the bibliographic agencies with the role of authoritative producers of quality registration. Data models and the semantic web paradigm invite us to go beyond the cataloging tradition. The participation of several actors is very positive, and everyone is invited to find a new balance between their different methodological and cultural traditions to pursue a common goal: the cooperative editing of quality metadata, possibly in open access. The best cataloging tradition in the completely new collaborative context is therefore maintained and indeed enhanced</p> <p>Another consequence is that the relationship between libraries, publishers and distributors becomes more strategic, because the publishers are the first, after the creators themselves (in the modern era), who should create the metadata of a resource, and later, that metadata is enhanced by libraries for the part that concerns libraries</p> <p>Libraries feel, with particular responsibility, the issue of the shared construction of quality data, by virtue of the principles of precision, accuracy, and social sharing of the cultural heritage that have characterized their history</p> <p>Bibliographic control today is, therefore, multicentric, and even more cooperative than in the past. National bibliographic agencies maintain and reinforce their role in quality control of meta-data and authority control, through the maintenance of fundamental tools, such as VIAF (Virtual International Authority File) and through support of international identifiers such as ISBN (International Standard Book Number), ISSN (International Standard Serial Number) and ISNI (International Standard Name Identifier), that are part of broader international cooperation and authority control projects</p>
39	cosa si intende per letteratura collocazione a magazzino	cos'è un dominio e come si identifica	
40	cos'è un thesaurus sistemi per la collocazione a scaffale	cos'è la GPU	
41	differenza tra ricerca base e ricerca auto-prestigio	cosa si riesce a capire attraverso l'estensione di un file	
42	definizione di pubblicazione in banche dati: tipologie e contenuti	a cosa si riferiscono gli acronimi LAN MAN WAN	

43	definizione di pubblicazione se user education sincrona e asincrona	come è strutturato un foglio di calcolo	<p>The greater the accuracy of the data, the greater the benefits of using those authoritative sources. By aggregating and linking data, these sources for authority control can bring greater interoperability to the galleries, library, archival, and museum community (GLAM) as well as the publishing and book dealership industries</p> <p>The choice of form of a name associated to an entity is always culturally founded, but the selection of the preferred form of a name is, in many cases, complex, and depends upon the cultural and linguistic context in which that name is used. In the past, the bibliographic traditions of the Western world were privileged, but now the global dimension of communication changes all parameters</p> <p>In the global cultural environment (as opposed to a single library's catalogue), there has been the important acknowledgement that there is no single form of an author's name that must be used by everyone. The choice of the form of a name to be displayed is conditioned by the cultural and linguistic context within which the dataset for that name is placed</p>
44	titolo uniforme in catalogazioni elettroniche	licenze d'uso per le risorse bibliografiche	<p>le applicazioni di Microsoft 365</p> <p>The great changes brought on by the use of metadata have led to new perspectives on bibliographic control. UBC now contemplates interoperability and flexibility in dialogue with the various communities and with institutions of registered memory</p> <p>Who knows what the future will bring us? Perhaps, we are still at the beginning of the digital revolution. Precisely in the field of metadata and authority control, we could expect developments and surprises from alternative technologies on machine learning or artificial intelligence, a tool that promises to be very useful; a tool that takes nothing away from the cataloguer's judgment, which remains a fundamental intellectual activity</p>
45	le aree nella descrizione del m: cosa si intende per gold open access	il consenso informato nella gestione dei dati personali	<p>quali sono le ipotesi concrete di violazione dei dati personali</p>
46	punteggiatura ISBD	customer satisfaction in biblioteca	
47	in che ordine sono presentati i il sistema gestionale di una biblioteca	come inserire un grafico in un foglio di calcolo	

48	LRM	canali di acquisizione delle risorse bibliografiche	cosa si intende per mailing list moderata	<p>The tradition of cataloguing grows and enriches in dialogue with different communities and groups of users. The free reuse of data can take place in very different contexts from the original ones, multiplying for all the opportunities for universal access and for the production of new knowledge. The concept of cultural heritage values is a living idea</p> <p>The clustering mechanism starts from the assumption that all forms of a name used in the global context have equal dignity; there is no particular preference for one or the other form. The context of belonging (the source from which that variant form of the name comes) and the need for use (the target that recalls that name) define each time the choice of the form to be considered the preferred "conditioned" form of the name</p> <p>Linking various identifiers is of strategic importance. In all entity identification projects that make use of the reconciliation (or clustering) mechanism, it is customary to assign an identification to the recognized entity; identifier that connects to other identifiers assigned to the same entity in different contexts, and all valid</p>
49		complemento del titolo in cata lo scarto nella biblioteca accademica	cos'è il pdf/A e per cosa è richiesto	<p>This is motivated by the desire to enrich the dataset, and to offer the reader as many channels as possible to reach the goal; this is the pragmatic and functional purpose of being able to identify, select and obtain the resource. The identifiers allow both the explanation of the equivalence function of the forms of the cluster and the connection of the cluster to other clusters relating to the same entity</p> <p>In the context of Universal Bibliographic Control, there remains the need to offer a form as a result of a national or cultural or linguistic choice; this is also achieved through information presentation mechanisms linked to the cluster: the data on the "provenance" of the information (given on the source that produced the information) can be used in a double meaning</p>
50		linked open data	il diritto d'autore in biblioteca	<p>cosa si intende per formattazione di un testo</p>
51	BNI	il deposito legale	cosa sono i bookmarks	
52	web semantico	cosa si intende per green open access	cosa sono le FAQ e dove si trovano	