



UNIVERSITÀ DEGLI STUDI DI PALERMO

DEPARTMENT	Culture e società		
ACADEMIC YEAR	2023/2024		
MASTER'S DEGREE (MSC)	HISTORY, ANTHROPOLOGY AND GEOGRAPHY		
SUBJECT	ARCHIVISTICS		
TYPE OF EDUCATIONAL ACTIVITY	B		
AMBIT	50616-Fonti, metodologie, tecniche e strumenti della ricerca storica		
CODE	01479		
SCIENTIFIC SECTOR(S)	M-STO/08		
HEAD PROFESSOR(S)	MANALI SARA	Ricercatore a tempo determinato	Univ. di PALERMO
OTHER PROFESSOR(S)			
CREDITS	6		
INDIVIDUAL STUDY (Hrs)	120		
COURSE ACTIVITY (Hrs)	30		
PROPAEDEUTICAL SUBJECTS			
MUTUALIZATION			
YEAR	1		
TERM (SEMESTER)	2° semester		
ATTENDANCE	Not mandatory		
EVALUATION	Out of 30		
TEACHER OFFICE HOURS	MANALI SARA Wednesday 13:00 - 14:00 In presenza o da remoto, previo contatto all'indirizzo mail sara.manali@unipa.it		

DOCENTE: Prof.ssa SARA MANALI

PREREQUISITES	Knowledge of institutions making processes and reference contexts in modern and contemporary age
LEARNING OUTCOMES	By the end of this course, students will be able to: understand the topics and relate them to other disciplines; know the various stages of life of the archives and how to manage, protect, process and communicate this knowledge in an autonomous and conscious way; understand the conservation system of archives in Italy on the basis of their legal nature; expose the learned contents and argue by using the archivistics register. They will be able to deal with subsequent studies on inherent or connected issues.
ASSESSMENT METHODS	Oral exam. According to Dublin Descriptors the questions will aim to assess: a) acquired knowledge and understanding; b) processing skills; c) the ability to present information effectively; d) independent judgment. The evaluation is expressed in thirtieths. 18-20: very poor. 21-22: below average. 23-25: average. 26-28: above average. 29-30L: excellent.
EDUCATIONAL OBJECTIVES	The aim of the course is to provide the basic cognitive and methodological tools to deal with nature, formation, conservation, organization, description, communication and use of the archives, through: - Lectures dedicated to: meaning of the archive, especially as a management tool for society, a source for historical research; importance of archival description to identify and explain the context and content of archival material in order to promote its accessibility; exploration of archives and their search engine; archives accessibility for a wide and varied group of people, also non-specialist users. - seminars seminar sessions lead by specialist in the field. - guided tours.
TEACHING METHODS	Lectures, seminars, guided tours
SUGGESTED BIBLIOGRAPHY	Testi validi per frequentanti e non frequentanti/Valid texts for attending and non-attending students: - P. Carucci, M. Guercio, Manuale di archivistica. Nuova edizione, Carucci editore, Roma 2021 (capitoli 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13). Gli studenti e le studentesse Erasmus possono contattare la docente per informazioni ulteriori e per eventuale programma di studio alternativo / Erasmus students could contact the professor for further information and for any alternative study programs.

SYLLABUS

Hrs	Frontal teaching
3	Course introduction; archive, record, archival science concept and definitions
3	Archive life moments and related activities
3	Cultural heritage and archival heritage: archival administration in Italy.
3	Geography of archives in Italy.
3	Records creator, archival holder; archival fonds; archival sedimentation, selection, retention, preservation
3	Archival description; methods, description standards and research tools
3	Informative systems; archival sources online; digital archives and archival websites
3	Points of view on archival science. Archive public and tecnic dimension. Archives and public history
2	Seminar
4	Lessons and Archives guided tours