

TRACCIA NON ESTRATTA

Procedura selettiva per la progressione di categoria per la copertura di n. 1 posto di categoria D, area tecnica, tecnico-scientifica ed elaborazione dati per le esigenze di ARSBD-Divisione sistema bibliotecario e documentale - Servizio archivio progetti, riservata al personale in servizio a tempo indeterminato presso l'Università luav di Venezia

SERIE DI QUESITI N. 3

1) Il candidato illustri le competenze della soprintendenza archivistica e bibliografica e le operazioni subordinate alla sua autorizzazione (rif. art. 21 CBC)

2) Il candidato illustri gli standard internazionali di descrizione archivistica

INFORMATICA

Il candidato illustri l'utilizzo delle tabelle in Word e come è possibile effettuare degli ordinamenti alfabetici (cognome e nome)

INGLESE: estratto evidenziato in rosso all. c)

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3.5. Photographic materials: storage

Photographic material may represent a model, a site, a work in progress (showing the construction phase), completed works, defects, drawings (if drawings are absent), or works other than those by the architects, collected as source material.

Photographs (whether negatives, prints, transparencies, slides, digital images), like other kinds of architectural records, form part of a firm's practice, and are valuable as evidence. Most photographs, like drawings, are kept separate from other project documentation, but they may be mixed together especially for small projects.

Photographs are easily damaged if not stored properly in the long-term.

- It is important to ensure that all photographic material a firm commissions, collects or produces in-house is produced on the most stable material available. In some cases, it can even be processed to archival standards (e.g. where negative material should be on a polyester base and processed to remove all fixer, and special treatments are also required for black and white film).
- Ideally photographs should be stored separately from paper records, because of their media. This might already be the case if photographs are held by the firm's Press Office or PR office. But also different types of photographic material (film negatives, paper contact prints, colour slides) should be stored separately from each other. This is usually not feasible for most practices.
- Photographs should not be stored in an alkaline environment due to chemical reactions. Enclosures or sleeves for photographic material are available from conservation suppliers. PVC sleeves from an ordinary stationer should not be used.
Ideally photographs (negatives, prints) should be placed in paper or polyester enclosures (e.g. Photon or Silversafe), which are free from harmful chemicals. Paper enclosures should be free of lignin, acid etc., have high cellulose content and be pH 6.5-7.5.
Polyester sleeves should be free of plasticizer, and the surface must not be glazed, coated or frosted.
- Photographic material should be stored upright or flat in boxes, and not tightly packed. Storing them on metal shelves or cabinets are better than wood. Dust free metal cans are ideal.
- Photographic material should be handled carefully. The emulsion side of any photographic image (print, negative, transparency) should never be touched. Do not use sticky tape, paper clips, Post-It notes etc. on them.
- Above all, the environmental conditions of view and storage must be stable. Cooler and drier conditions than standard generally increase the chemical stability for photographic material. If photographic material contains a number of types (negatives, transparencies, slides) 35-40% relative humidity is the optimum and a temperature of 15-18 degrees Celsius (59-64 degrees Fahrenheit) is best. This should be coordinated with conditions where the photographs are viewed so that the dewpoint is not crossed. Most photographs are relatively stable when kept in suitable storage conditions.

TRACCE ESTRATTE

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SERIE DI QUESITI N. 1

- 1) Il candidato illustri le strategie di conservazione del materiale digitale che metterebbe in atto nel caso di versamenti di archivi di architetti in formato digitale
- 2) Il candidato illustri le procedure di prestito per esposizione

INFORMATICA

Il candidato illustri l'utilizzo degli stili in Word al fine di creare automaticamente un sommario

INGLESE: estratto evidenziato in rosso all. a)



all. a) - SERIE 1

I. AIMS AND OBJECTIVES

It is essential that architectural practices understand how to keep and manage their documents and computer files because they are vital for the commercial success of a business.

These recommendations aim to assist architects in managing and preserving their records. They have been developed by a group of specialised archivists as part of the European GAUDI programme (Governance Architecture Urbanism Democracy Interaction, 2002-2004).

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Why should architectural practices need records management or bother to keep archives?

- Practical necessity
The practical reasons are the most obvious. Special technical solutions or details designed for a building – whether the project comes to fruition or not – may be of use for a later project or for further work on the same project. Practices may also need to show what they have already done, or to show examples of their work to prospective clients.
- Legal requirements
Legally, certain categories of documents may be required in cases of dispute, particularly contractual documents. These should be retained for a fixed period or periods according to national legislation.
- Historical purposes
An archive (comprising drawings, photographs, models and written documents) may have a *historical interest*. Some archives are collected by public or private institutions, including museums. Historical interest depends on a number of factors including the career of the architect or the achievements of the practice. The relevance of certain records or files as aids to future research only becomes clear with the passage of time.

Common sense and rational organisation are required for managing both paper and electronic records. They should have a common classification scheme and procedures specific to each medium. Computer technology requires greater rigour in managing files (particularly with backup procedures) and requires that electronic records are handled with a view to their future status as archives (see Chapter II).

With the emergence of electronic records, although conservation principles remain the same, technical conservation and consultation methods have become more varied (see Chapter III, 3.4). Even if today we have emerged from the most difficult period (when storage media was fragile and compatibility problems permanent), we are not yet sure of the conditions for the indefinite storage of electronic records. The unknown factors that affect the long-term conservation of electronic archives – and on our ability to read them in the future, even if they exist physically – has persuaded us to keep paper records in parallel with electronic ones. Computers have not yet replaced the need for the storage of paper records.

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SERIE DI QUESITI N. 2

1) Il candidato illustri le problematiche relative alla conservazione degli archivi di architettura sia analogici che digitali

2) Il candidato illustri la protezione del diritto d'autore nelle opere di fotografia

INFORMATICA

Il candidato illustri le modalità di ordinamento di un elenco realizzato in Excel

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2.4. Retention and Disposal: Records management policy

A records management policy considers how every record is treated, where it should be stored, and what to do with it once it is no longer required for immediate and practical use. Disposal means deciding what to keep and what to throw away.

2.4.1. How to preserve

You should consider two options:

- what to preserve for a specified period;
- what to preserve forever.

Many documents can be preserved both in electronic and in paper formats. In general, the choice between them depends on how much physical space is available, IT provision, and the practice's needs.

When a project is finished, the practice may wish to keep either paper or electronic records, depending on their preference. In some cases, records are best preserved in paper format, even if they were created electronically. Or the reverse may be true.

2.4.2. What to preserve

During its working life, an architectural practice produces a large amount of documentation, which is often difficult to manage because of its size, media and storage methods.

Computerization has increased the output of records. Paper archives are often full of duplicates and electronic archives are equally congested with backups. In most cases, duplicates and backups do not show any significant difference from the final document. This makes both preservation and the retrieval of records very difficult. In a few years time, who will know which of the many computer files bearing the same filename, is the one needed?

It is therefore absolutely essential to select which records are to be preserved, and to establish for how long.

Following a preliminary selection, a later selection should eliminate copies which do not add any information to that provided by the record in its final version.

A selection made on the basis of subjective evaluation of the importance of the records' content is risky. Records which could be useful in the future might be lost, or those which are needed to understand other records.

An efficient and well conceived records management policy makes it easier to deal with appraising, selecting, and archiving records. It is essential that the production of records is standardised as much as possible.

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