UNIVERSITÀ
DEGLI STUDI
DI MILANO

sistema
bibliotecario
di ateneo

Biblioteca di Scienze dell'antichità
e Filologia moderna

Internship proposal
Revision of Greek books collection

Where: Biblioteca di Scienze dell'Antichità e Filologia moderna, Università degli Studi di Milano, via Festa del Perdono 7, 20122 Milano, Italy
Website: https://www.sba.unimi.it/biblioantichitaefilologiamoderna
https://www.sba.unimi.it/en/libraries/safm/2005.html

Description of host: the Biblioteca di Scienze dell'Antichità e Filologia moderna is located near the centre of the city of Milan, on the main Campus of the University of Milan.
It is a library dedicated to the collection of books, journals and archival materials regarding the study of antiquities (archaeology, ancient history, Latin and Greek literature and philology, glottology), alongside the study of Italian literature and language. The library has a collection of more than 2.400 books ca. of modern Greek literature, in Greek and in other languages.
The library is widely used by students and faculties and offers a variety of services. It cooperates closely with the Department of Literary Studies, Philology and Linguistics. Eight librarians work regularly at the library, taking care of all the tasks a modern academic library needs.
In the last 8 years, the library has hosted several internship students, who helped the staff with specific projects.

Description of project: in the past, the books written in the Greek alphabet, owned by the library, were catalogued using the Latin alphabet, due to Italian cataloguing rules. However, the library catalogue   Minerva
(https://unimi.primo.exlibrisgroup.com/discovery/search?vid=39UMI_INST:VU1&lang=en) now offers users the possibility to search for foreign books using the original script. Therefore, the library needs to revise the bibliographic records of all Greek books, adding the title, the author(s) and main responsibilities in the original Greek alphabet.

How long: 2 months
When: to be defined
Working hours: Monday to Friday, 5 hours a day maximum

Supervision and preliminary teaching:
dott.ssa Carola R. Della Porta, Head of Library
dott.ssa Monica Campeggi, Collection manager

Activities:
the candidate will be asked to revise the bibliographic records of Greek books held in the Library, and more specifically:
- to fill in UNIMARC bibliographic 332 field with the bibliographic description in the original Greek writing, using ILS Ex-Libris Alma;
- to fill in UNIMARC bibliographic 676 field (Dewey Decimal Classification, 23° ed., notation [DDC]), using WebDewey software;
- to check the transliteration of bibliographic records, according to the Italian cataloguing rules REICAT;
- to print and paste book labels, if needed.

What to learn:
- cataloguing rules using UNIMARC;
- transliteration rules using REICAT;

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- documents semantic analysis;
- indexing using DDC, 23. ed.;
- WebDewey software;
- Alma metadata editor;
- Lipstick software to print labels.

Bibliographic references (to study before or during the internship):
- Unimarc bibliographic in Italian (http://unimarc-it.wikidot.com/) or English (https://archive.ifla.org/VI/8/unimarc-concise-bibliographic-format-2008.pdf);
- Regole italiane di catalogazione (https://norme.iccu.sbn.it/index.php?title=Reicat)
- Regole italiane di catalogazione – Appendice F (https://norme.iccu.sbn.it/index.php?title=Reicat/Appendici/Appendice_F);
- Dewey Decimal Classification: a practical manual of 23. edition / Kaushik, Sanjay K. - New Delhi: Ess publications, 2012, available at the library;
- The Theory and Practice of the Dewey Decimal Classification System / M. P. Satija. - 2. ed. - Witney: Chandos Publishing Oxford Ltd, 2013. - XXIII, 302 p.; 24 cm, available at the library.

Requirements:
Greek should be the candidate's mother tongue. The candidate should be able to speak good English (C1 preferable), and a little Italian (A2/B1, at least).

It would be appreciated if the candidate had taken Greek literature courses (ancient and/or modern) as part of his/her university curriculum.

How to apply:
Please fill in the form available on the website and send your updated CV to erasmustraineeship.incoming@unimi.it

Further information:
This is an unpaid internship; however, students may apply for an Erasmus+ Traineeship grant through their Home University.

Contacts:
Queries about internship's details: dott.ssa Carola R. Della Porta
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tel. 0039 0250312763

Administrative queries: erasmustraineeship.incoming@unimi.it

Milan, 02/10/2023

dott.ssa Carola Della Porta
Direttore della Biblioteca
di Scienze dell'Antichità e
Filologia Moderna