

PERSONAL INFORMATION

Name **MANUELA GRILLO**
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Nationality **ITALIAN**

Date of Birth **04/09/1979**

PROFESSIONAL EXPERIENCE

- Date **JUNE 2018 -**
 - Name and address of employer **Ecole Française de Rome**
 - Occupation or position held **Casual work contract**
 - Main activities and responsibilities **Consulting for the creation of a Performance Arts Thesaurus within the framework of the PERFORMART project n °681415 H020 ERC actions - 2015 - CoG (ERC Consolidator Grant 2015). Principal Investigator: Madeleine GOULET**

- Date **SEPTEMBER 2009 -**
 - Name of employer **Sapienza University of Rome**
 - Occupation or position held **Permanent contract: Library public official, D1 category, libraries area**
 - Main activities and responsibilities **Cataloging, catalogue management, references, old books preventive conservation and small scale restoration, control and evaluation of the services provided, management of the library's web page and Facebook profile, training and coordination of interns, local project organizer for National Civil Service volunteers, contact person for the Alternation School - Work programme.
From May 2012 to December 2013 member of the Sapienza Digital Library work group; from March 2014 assigned position by the Sapienza Bibliothecary System for the "Sebina Assistance" and "Standard semantics and linked open data" work groups.**

- Date **MAY 22 2008 - AUGUST 31 2009**
 - Name of employer **University of Palermo**
 - Occupation or position held **Permanent contract: Library public official, C1 category, libraries area.**
 - Main activities and responsibilities **Cataloging, references, training of civil service collaborators. Project responsible within the group for the revision of the Authority File of the Palermo University catalogue Ateneo (February 23rd ' August 21st 2009). Member of a group project for the creation of a virtual reference desk for Palermo University (February 1- August 31 2009).**

- Date **JULY 21 2008**
 - Name of employer **Ifnet R.r.l. Firenze**
 - Main activities and responsibilities **Creation of the Isfol Thesaurus (Professional training and development Institute)**

- Date **FEBRUARY - MAY 2008, JULY - SEPTEMBER 2007**
 - Name and address of employer **Cultural Association "Il libro e le letterature", Rome**

- Main activities and responsibilities
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- Semantic indexing of monographs, according to the new indexing language provided by the Florence Central National Library for Bibliocentro, Promoroma (Special Branch of the Rome Chamber of Commerce)
- FEBRUARY - JUNE 2007**
Bibliocentro, Promoroma (Special Branch of the Rome Chamber of Commerce)
Design and structure of an Economics thesaurus
- MARCH - APRIL 2008, APRIL - DECEMBER 2007**
The National Central Library of Florence
Nuovo Soggettario project: creation of a Multidisciplinary thesaurus
- NOVEMBER - DECEMBER 2006**
@CULT Srl, Rome
Descriptive cataloging (MARC 21 with the use of Amicus software) at the Pontificia Università Urbaniana of Rome
- JULY 2005 - AUGUST 2006**
Municipality of Sambuca Pistoiese (PT)
Documentary studies within the project Parco Culturale "Le parole delle tradizioni", Michele Bari
- DECEMBER 2005 - JUNE 2006**
The National Central Library of Florence
Nuovo Soggettario project: revision of the hierarchies of the Multidisciplinary Thesaurus
- AUGUST 2005 - JANUARY 2006**
Municipality of Pistoia, Forteguerriana Libray
Bibliography Editing within the project Parco Culturale "Le parole delle tradizioni" - Castello di Cireglio: Policarpo Petrocchi
- FEBRUARY - SEPTEMBER 2005**
The National Central Library of Florence
Nuovo Soggettario project: creation and control of 400 terms of the Multidisciplinary thesaurus
- AUGUST 2004 - MAY 2005**
"A. Deci" Media State School, Orte (VT)
Design and creation of the Biblioteca Project: preparation and descriptive and semantis cataloging with the use of the Winiride software version 2.3.1.
- JUNE - DECEMBER 2004**
Il Sognalibro Cooperativa, Rome
Services Management and descriptive and semantis cataloging in SBN (SBN Unix software) of modern materials at the Military central Library of the Ministry of Defence
- SEPTEMBER - DECEMBER 2003**
Tuscany region, the Contemporary Archives A. Bonsanti of the Scientific and Literary Cabinet G.P. Vieuuseux, Florence

- Main activities and responsibilities Internship (500 hours). Digitization of the Napoleonic section of Orvieto and cataloging of the major Italian and foreign Opac in digital publications
- Date **NOVEMBER - DECEMBER 2000**
- Name of Employer Studio Crisostomi Srl, Rome
- Main activities and responsibilities Filing of antique books and design of books restoration of the The National Central Library of Florence

EDUCATION AND TRAINING

- Date **2005 - 2008**
- Organisation providing education and training University of Udine
- Main subjects / occupational skills covered Research project title: *Leggi e bandi di antico regime. Applicazione dello standard ICCU alla collezione della Biblioteca Nazionale di Roma ed analisi di analoghe esperienze condotte sul territorio nazionale e all' estero.* (Laws and tenders of the old regime. Application of the ICCU standard to the collection of the National Library of Rome and analysis of similar experiences conducted on national territory and abroad.)
- Title of qualification awarded PhD in Bibliographic, Archival and documentary Sciences for the conservation and restoration of library and archival assets
- Date **2002 - 2008**
- Organisation providing education and training University of Tuscia
- Main subjects / occupational skills covered Thesis title: *Digitalizzazione di raccolte librerie: problemi di catalogazione e di rilevamenti di tracce. Il caso del Fondo Orvieto a Firenze.* (Digitization of library collections: cataloging and tracking problems. The case of the Fondo Orvieto in Florence)
- Title of qualification awarded Masters Degree specializing in management and development of multimedia and written documentation
110/110 con lode
- Date **1998 - 2002**
- Organisation providing education and training University of Tuscia
- Main subjects / occupational skills covered Thesis title: *Scrittura e potere. Il governo dello Stato Pontificio attraverso i bandi della raccolta della BNCR Vittorio Emanuele II.* (Writing and power. The government of the Papal States through the Vittorio Emanuele II BNCR collection.)
- Title of qualification awarded Degree in conservation of cultural assets (archival - library direction)
110/110 con lode

PERSONAL SKILLS

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

FRENCH, PROFICIENT USER
LATIN, PROFICIENT USER
ENGLISH, INDEPENDENT USER
SPANISH, BASIC USER

COMMUNICATION SKILLS Excellent communication skills, easy and pleasant in all types of interpersonal relationships. These skills have been enhanced during the numerous work experiences for school, municipal organizations etc., in libraries of various sizes and types and during the numerous presentations in seminars, congresses (book presentations, paper presentations etc.)

ORGANIZATIONAL SKILLS Excellent programming skills in project management and implementation. These skills have been developed and enhanced during research activities. Human resources management experience due to work as interns coordinator and as OLP for the National Civil Service.

JOB RELATED SKILLS Excellent knowledge of Microsoft Windows, Microsoft Office and its applications. Excellent knowledge of software for bibliographic cataloging. Excellent knowledge of CMS for content publication on-line and on Social Networks. These skills have been developed and enhanced during work for graphic interface of the *Nuovo Soggettario* for the Ministry of Culture, the National Central Library of Florence (2006), work for the site of the Science Department MM.FF.NN. Central Library of the University of Palermo as well as current work for resources management of the Central Library of the Sapienza University Engineering Department.

ARTISTIC SKILLS Creative writing (RAI - ERI 2012/2013 Workshop, Rome)

LECTURES

- "Catalogazione e digitalizzazione di una raccolta otto-novecentesca: il fondo Orvieto nell'Archivio Contemporaneo A. Bonsanti", University of Tuscia, 23 February 2004
- "Leggi e bandi di antico regime: a. presentazione dello standard Iccu; b. prove di applicazione dello standard nella Biblioteca Nazionale di Roma; c. prove di applicazione nella Biblioteca di Storia moderna e contemporanea di Roma", University of Tuscia, 23 March 2004
- "Metodologia del rilevamento di tracce di possesso, lettura, dediche, etc.; struttura ipertestuale. Aspetto tecnico: il rilevamento delle immagini digitali. Aspetto semantico: indicizzazione delle tracce", University of Tuscia, May 2004
- Lecturer of a Training and updating course for the librarians of the Viterbo Province, "Ricerche documentarie in Internet. Esercitazioni", April - May 2004
- Appointment as an expert lecturer at the Libera Università degli Studi San Pio V of Rome in "Archiviazione ricerca e documentazione" for the academic years 2004-2005, 2005-2006
- Lecturer in the professional training of the teachers at the State Media School "A. Deci" at Orte (VT) on the principles of descriptive and semantic cataloging and on the Winiride software, 30 hours, December 2004 - January 2005
- Lecturer in the training course for the Lazio Region "Archivi, biblioteche, centri di documentazione" February 2005
- "Il catalogo catalogo arricchito del Fondo Orvieto", University of Tuscia, May 2006
- Collaboration with the "Cataloging and Classification Theory and techniques and cataloging workshop" chair, Professor Piero Innocenti, University of Tuscia, 2003 - 2007
- Supervisor at the Giornata di Presentazione del Nuovo Soggettario "Guida al sistema italiano di indicizzazione per soggetto. Prototipo del Thesaurus, Palazzo Vecchio, Florence, February 8, 2007

- "Implementazione e aggiornamento del Thesaurus del Nuovo Soggettario", National Central Library of Florence, March 28, 2007
- Lecturer in the training course for the Lazio Region "Tecnico di archiviazione documentale", November - December 2007
- Training courses for the users of of the Biblioteca De Angelis d'Ossat of the Department of History of Architecture, Restoration and Conservation of Cultural Heritage, "Ricerche bibliografiche e catalografiche; comprensione e produzione di bibliografie", Sapienza University, Rome, February - March 2010
- Lecturer of a Training and updating course for the librarians of the University of Palermo Library, "La catalogazione semantica: tecniche di soggettazione", November 6 - 7 2012
- "Indicizzazione semantica di bandi, manifesti e fogli volanti", Biblioteca di Sardegna in collaboration with AIB Sardegna, Biblioteca Universitaria of Sassari, SEARCH Cagliari, October 6, 2015

PARTICIPATION IN SCIENTIFIC EVENTS

- "Le parole delle tradizioni: Michele Barbi in occasione della presentazione del volume *Le parole delle tradizioni: Michele Barbi*", by Tiziana Calvitti and Manuela Grillo, Manziana, Vecchiarelli, 2006, Castello di Sambuca, Sambuca Pistoiese (PT), September 2 2006, Speaker
- "Costruzione del Thesaurus, analisi a faccette, categorie", *Giornata di presentazione del Nuovo Soggettario*, Palazzo Vecchio, Florence, February 2007, Speaker
- "I torchi di stampa ufficiali dello Stato Pontificio: la Stamperia del Popolo Romano, la Tipografia Apostolica Vaticana, la Stamperia Camerale", *Giornata nazionale di studi, "Scrittura e potere. Leggi e bandi tra età moderna e contemporanea"*, Rome, Biblioteca di Storia moderna e contemporanea, September 24, 2015, Speaker
- "La collezione di bandi, editti e statuti della Biblioteca Nazionale Centrale di Roma" at the *Survival and Loss in the Early Modern World* meeting. "Il libro antico tra perdite e sopravvivenza", Rome, Biblioteca Casanatense, October 11 2016, Speaker
- "Indicizzazione semantica di bandi, manifesti e fogli volanti" at the *Survival and Loss in the Early Modern World* meeting, "Il libro antico tra perdite e sopravvivenza", Bologna, Biblioteca dell'Archiginnasio, October 13, 2016, Speaker
- "Vantaggi di un thesaurus per Performart", at the 7° Workshop Database of the research project PerformArt, Rome, École française de Rome, June 8 2018, Speaker.

PARTICIPATION IN OTHER EVENTS

- Intervention as the author, during the presentation of the book "Leggi e bandi di Antico regime", Rome, Biblioteca Alessandrina, October 8, 2014 (<http://www.alessandrina.librari.beniculturali.it/index.php?it/291/eventi/104/08102014-ore-1630-presentazione-del-volume-leggi-e-bandi-di-antico-regime-di-manuela-grillo>)
- Intervention as the author during the presentation of the book "Leggi e bandi di Antico regime", Florence, National Central Library, May 28 2015 (<http://www.bncf.firenze.sbn.it/notizia.php?id=1400>)
- Presentation Conference of the Cataloging Study "Bandi ed editti vaticani 1544-1656", Rome, Camera dei Deputati, Sala Refettorio, July 30, 2015.
- Presentation of the Cataloging Study "Il Settecento romano nei bandi e negli editti dello Stato Pontificio", Rome, Biblioteca del Senato della Repubblica, Sala atti parlamentari, December 4, 2015.
- Presentation of the title "Le biblioteche dell'Università" during Student's Day within the project Alternanza Scuola-Lavoro 2018-2019, La tua biblioteca con Sapienza. Development and Promotion project for school libraries, Rome, Sapienza University of Rome, December 5, 2018.

PUBLICATIONS

- Manuela Grillo, "Tecnica e semantica del rilevamento digitale delle tracce di possesso: un caso nell'Archivio Bonsanti a Firenze", in "Culture del testo", 5, 2004, 14, p. 35-44.
- Manuela Grillo, "Leggi e bandi di antico regime: nella Biblioteca Nazionale e nella Biblioteca di storia moderna e contemporanea di Roma", in "Culture del testo", 5, 2004, 15, p. 5-17.
- Michele Barbi, biographical notes by Manuela Grillo and Tiziana Calvitti, available at http://www.comune.sambuca.pt.it/index.php?option=com_content&view=article&id=200&Itemid=259.
- Tiziana Calvitti, Manuela Grillo, "Storia, teoria e tecniche della catalogazione nella Università della Tuscia - Viterbo fra il 1992 e il 2005: una rassegna", in "Culture del testo", 7, 2006, 19, p. 45-80.
- Tiziana Calvitti, Manuela Grillo, "History, theory and techniques of cataloguing in the Università della Tuscia-Viterbo between 1992 and 2005: a report", disponibile all'indirizzo <http://hdl.handle.net/2067/70>.
- "Le parole delle tradizioni: Michele Barbi", by Tiziana Calvitti and Manuela Grillo, Manziana, Vecchiarelli, 2006.
- Tiziana Calvitti, Marianna Di Geronimo, Manuela Grillo, "Rischi di attenuazione o di estinzione della cultura scritta a fronte dell'esplosione della cultura sonora e visuale", in "Culture del testo", 7, 2006, 21, p. 37-56.
- Manuela Grillo (reviewed by), "Itinera sarda. Percorsi tra i libri del Quattro e Cinquecento in Sardegna", by Giancarlo Petrella, Cagliari, CUEC, 2004, in "Bibliotheca", 5, 2006, 1, p. 228-232.
- Collaboration in the drawing up of § 3.4.3 *Analisi a faccette*, p. 79-84 in *Nuovo Soggettario. Guida al sistema italiano di indicizzazione per soggetto. Prototipo del Thesaurus*, by the National Central Library of Florence, Milano, Editrice Bibliografica, 2006.
- Manuela Grillo, "Costruzione del thesaurus, analisi a faccette, categorie", in "Biblioteche oggi", vol. XXV, luglio/agosto 2007, n. 6, p. 97-103.
- Manuela Grillo, "Costruzione del thesaurus, analisi a faccette, categorie". *Giornata di presentazione del Nuovo Soggettario*, Florence, in "E- prints in

- Library and Information Science”, available at <http://eprints.rclis.org/10062/>.
- Manuela Grillo (reviewed by), Houari Touati, *Biblioteche di saggezza. “Libro e collezionismo nell’Islam”*, Milano, Edizioni Sylvestre Bonnard, 2005, in “*Bibliotheca*”, 6, 2007, 1, p. 237-240.
 - Manuela Grillo (reviewed by), Riccardo Fedriga, “*Il cittadino lettore*”. *Editoria per istituzioni comprensibili*, Milano, Edizioni Sylvestre Bonnard, 2006, in “*Bibliotheca*”, 6, 2007, 1, p. 247-250.
 - Manuela Grillo, “*Per una bibliografia di Policarpo Petrocchi*”, in *Una mente colorata*. Studies in honor of Attilio Mauro Caproni for his 65 years, promoted, collected, ordered by Piero Innocenti, curated by Cristina Cavallaro, Rome, Il libro e le letterature; Manziana, Vecchiarelli Editore, 2007, p. 339-350.
 - Manuela Grillo, “*Indicizzazione semantica di bandi, manifesti e fogli volanti: una proposta*”, in *Piccoli scritti di biblioteconomia per Luigi Crocetti : (March 10 2007-March 10 2008)*, promoted, collected, ordered by Piero Innocenti, curated by Cristina Cavallaro, Manziana, Vecchiarelli, 2008, p. 121-145.
 - Manuela Grillo, “*Bibliografia degli scritti di Gianfranco Spagnesi. Il reperimento dell’informazione bibliografica nell’ambito dell’architettura*”, in *Books seem to me to be pestilent things. Studies in honor of Piero Innocenti for his 65 years*, promoted by Varo A. Vecchiarelli, collected, ordered and curated by Cristina Cavallaro, Manziana, Vecchiarelli, 2011, p. 963-974.
 - Manuela Grillo, “*Leggi e bandi di antico regime*”, Cargeghe, Documenta, 2014.
 - Manuela Grillo, “*Indicizzazione semantica di bandi, manifesti e fogli volanti*”, Cargeghe, Documenta, 2015.
 - Manuela Grillo, “*I torchi di stampa ufficiali dello Stato Pontificio: la Stamperia del Popolo Romano, la Tipografia Apostolica Vaticana, la Stamperia Camerale in Scrittura e potere. Leggi e bandi tra età moderna e contemporanea*”, by Manuela Grillo, Cargeghe, Documenta, 2017.
 - Manuela Grillo, “*La collezione di bandi, editti e statuti della Biblioteca Nazionale Centrale di Roma*” in *Survival and Loss in the Early Modern World. Il libro antico tra perdite e sopravvivenza*, Roma-Bologna, October 11-13 2016, curated by Flavia Bruni, Cargeghe Documenta, in press.
 - Manuela Grillo, “*Indicizzazione di bandi, manifesti e fogli volanti*” in *Survival and Loss in the Early Modern World. Il libro antico tra perdite e sopravvivenza*, Roma-Bologna, October 11-13 2016, curated by Flavia Bruni, Cargeghe Documenta, in press.
 - Manuela Grillo, “*Il thesaurus va in scena: una panoramica internazionale su KOS per le arti performative in Miscellanea offerta ad Alberto Cheti*”, curated by Anna Lucarelli, Alberto Petrucciani, Elisabetta Viti, Rome, Associazione italiana biblioteche, in press.