

**CONCORSO PUBBLICO PER ESAMI, PER LA COPERTURA A TEMPO INDETERMINATO DI N. 1 POSTO DI
"ISTRUTTORE AMMINISTRATIVO – ASSISTENTE BIBLIOTECARIO - CATEGORIA C" - C.C.N.L. 31/3/1999 –
21/05/2018**

TRACCE PROVA ORALE

TRACCIA 1 (TRACCIA ESTRATTA)

- 1) Quali sono le responsabilità del pubblico dipendente? Si illustri sinteticamente ed in forma esaustiva gli ambiti all'interno dei quali intervengono le singole tipologie di responsabilità
- 2) In Toscana, secondo la Legge Regionale 21/2010 (Testo unico delle disposizioni in materia di beni, istituti e attività culturali) e relativo regolamento attuativo (22/R del 2011), cosa sono le reti documentarie locali?
- 3) Cosa è il DRM

- Illustrare la funzione della Firma Digitale, e le possibili modalità di apposizione.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

To achieve a sense of peace, we need balance: balance between work and play, between action and patience, spending and saving, laughter and seriousness, leaving and staying. Failing to achieve a balance across every area of your life can leave you feeling exhausted, among many other unpleasant emotions, such as guilt. So, what does this have to do with self-love? Well, the phrase 'self-love' is often misunderstood. Self-love encourages acceptance, but many people use this as an excuse to remain unchallenged. In fact, self-love consists of two essential elements that must be balanced if one wishes to live a harmonious life.

TRACCIA 2 (TRACCIA ESTRATTA)

- 1) Si descrivano caratteristiche e prerogative dell'Istituzione così come definita dal D. Lgs. 267/00 e successive modifiche ed integrazioni
- 2) La biblioteca digitale: si parli di Medialibraryonline e dei servizi a disposizione
- 3) Cosa è lo SMUSI?

- Spiegare brevemente le funzioni di un foglio di calcolo, come apporre un filtro e come questo semplifichi la gestione delle tabelle con molti dati.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

When it comes to self-love, think about what it means to love others unconditionally. For example, your partner may have annoying habits, but this doesn't mean you love them any less. You accept them as they are, and sometimes even learn from their flaws. You also want what's best for them. Therefore, if a particular habit were affecting their health, you'd support them in making positive changes. This demonstrates your unconditional love for them. You don't judge them harshly, but you do want them to be the best version of themselves [...]. Self-love is about applying this to yourself: having your own best interests at heart.

TRACCIA 3 (TRACCIA ESTRATTA)

- 1) Secondo il D. Lgs. 267/00 e successive modifiche ed integrazioni, da quali entrate è costituita la finanza dei comuni? Gli agenti contabili ruolo e funzioni
- 2) Si delinei la differenza tra sviluppo delle collezioni e gestione delle collezioni
- 3) Si elenchino 3 case editrici di qualità specializzate nella letteratura per bambini e ragazzi e loro peculiarità

- E' possibile filtrare i risultati all'interno dei motori di ricerca più comuni? Illustrare brevemente alcune tipologie di filtri.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Most people saw me as a positive individual. But when things got hard, I was far from it. Anger had always got the better of me. Sometimes, external events would create so much rage within me that I'd want to wreck everything in sight. As a result, I'd enter a downward spiral. I fluctuated constantly from highs to extreme lows. I was like two different people. These inconsistencies were projected onto my life. I'd go through some really good periods and then experience really bad ones. During the bad times, it was impossible to see the bright side of things. I tended to give in and take out my frustrations on the world by smashing up furniture, speaking rudely to others [...].

TRACCIA 4 (TRACCIA NON ESTRATTA)

- 1) Si esponcano le differenze fra delibere, determinazioni ed ordinanze ed indichino chi rispettivamente le produce
- 2) Si parli della sezione YA e di quali materiali dovrebbe ospitare
- 3) Secondo le Reicat di chi è l'intestazione principale di responsabilità dell'opera Q di Luther Blisset?

- Come funziona e a cosa serve il sistema pubblico dell'identità digitale. Illustrare brevemente i vari livelli di autorizzazione.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

I had gone to university because I felt like I had to. It was what you were supposed to do if you wanted a good job and a comfortable life – which I hadn't experienced during my childhood. But deep down I didn't really want to be there. I didn't enjoy it. I always knew I wouldn't end up in a traditional job. I was doing this for my mum more than anything. I'd watched her struggle my whole life and wanted to show her it hadn't been in vain. Now that I was so close to the finish line, it was all going to be taken away from me. All I could think about was letting my mum down, letting myself down and all the money wasted on a degree that I was going to fail.

TRACCIA 5 (TRACCIA NON ESTRATTA)

- 1) Cosa è il DUP e quali elementi deve contenere
- 2) Si parli del gioco in biblioteca
- 3) Si parli brevemente della classificazione e dell'importanza del suo utilizzo

- È possibile istituire un domicilio digitale per il cittadino privato e a cosa serve. Illustrare le funzioni del registro INI-PEC.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

The terms good and positive are used interchangeably to describe something desirable. For example, every time you label a past event as a good or positive experience, you're referring to it in this way because it went as you'd hoped – or at least not as badly as it could have. Essentially, you want the things you want because they make you feel good. All of life's desires are pursued to bring about a pleasurable emotional state and to avoid displeasure. Most of us believe that attaining our desires will lead to happiness. Given that emotion is one of the most powerful vibrations you can control, and, fundamentally, positive emotions are what we're in search of, we can infer that our quest in life is to experience good vibrations.

TRACCIA 6 (TRACCIA ESTRATTA)

- 1) Cosa è il P.E.G. quali elementi deve contenere, chi lo approva?
- 2) Si parli del metodo di scelta delle acquisizioni in una biblioteca di pubblica lettura
- 3) Si elenchino almeno due riviste italiane specializzate per la promozione del libro per bambini e ragazzi e due blog e se ne motivi la scelta

- Elencare i principali vantaggi e svantaggi di una gestione documentale in Cloud.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

You can change your emotional state through all sorts of activities that will raise your vibration, some of which will have a lasting effect while others may make you feel good only in the moment. For example, if

you feel upset because you've fallen out with a friend, you might be able to change your emotional state by doing something fun with other friends instead. Other ways you might raise your vibration include physical touch with a loved one, laughing, listening to uplifting music, spreading kindness, sleeping deeply, moving your body or any other activity that you enjoy. But afterwards you might be left to face your misery again.

TRACCIA 7 (TRACCIA ESTRATTA)

- 1) Si definisca cosa è un atto amministrativo e quali sono i suoi elementi essenziali
- 2) Dopo aver proceduto alla revisione delle raccolte come si gestiscono i documenti scartati?
- 3) Manifesto Unesco sulle Biblioteche pubbliche. A chi va l'istituzione principale di responsabilità?

- Spiegare brevemente le peculiarità della Pec, le differenze con le E-mail, e l'eventualità di una comunicazione tra i due sistemi.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Have you ever met someone for the first time and felt like something isn't quite right about them? You can't quite put your finger on it but you just get a bad vibe, and usually you find out later on that there was a good reason for this feeling. Energy doesn't lie. You've probably experienced the opposite, too. There are certain people who we identify as being full of positive energy. They always seem to infect those around them with their good vibes. I've changed my emotional state many times just by being around cheerful people. Positive people can also provide empowering perspectives on our problems. Being in a positive state, they're more likely to have an optimistic outlook on what we're going through.

TRACCIA 8 (TRACCIA ESTRATTA)

- 1) Quali sono gli organi di governo di un Comune e quali sono le loro funzioni di competenza?
- 2) Si parli della carta delle collezioni e della carta dei servizi in una biblioteca di pubblica lettura
- 3) Si indichino le differenze tra drm social e drm adobe?

- Illustrare brevemente la validazione temporale elettronica e se viene apposta con la firma digitale.

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- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

[positive people] They'll try to look for the positives in the situation and help us change our focus to something that lifts our vibe. So, make a commitment to build meaningful and lasting relationships with positive people. When you spend more time with people who add value to your life and elevate your mood, you'll begin to adopt their encouraging thinking patterns and reflect their vibrations back at them.

The Law of Vibration suggests that we attract people who are vibrating on the same frequency as us. So, if we can begin to experience more positive emotions on a regular basis as a result of other people, we'll attract even more positive people into our life, thus reinforcing the good vibes around us

TRACCIA 9 (TRACCIA ESTRATTA)

- 1) Come è organizzata la parte spesa nel bilancio comunale?
- 2) Cosa si intende per biblioteca di comunità?
- 3) Cosa è un silent book e quali usi sono possibili?

- All'interno di un foglio di calcolo viene registrata una tabella con i fruitori della biblioteca ed il totale dei libri presi. Illustrare se è possibile calcolare una media dei libri presi, e come ordinare gli utenti in base al numero di prestiti.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Don't underestimate the importance of taking time to relax. Sometimes, we get so caught up in our lives and what's going on around us that we become overwhelmed and tense. The simple solution is to unwind and keep some distance from the things that are stressing you out. Don't be afraid to spend some time alone. I've noticed that sometimes you can feel peopled out. If you're an introvert, this feeling might be quite common. You feel like everyone wants a piece of you and it just gets too much. It's also easy to feel overstimulated by the media and social media, and in need of a period of rest from these things, too. How can you tell if you need a break?

TRACCIA 10 (TRACCIA ESTRATTA)

- 1) Come viene esercitato il diritto di accesso agli atti? Descrivere le modalità e la relativa normativa
- 2) Si parli delle 5 leggi della Biblioteconomia di S. R. Ranganathan
- 3) Dizionario della lingua italiana di Giacomo Devoto e Gian Carlo Oli. Secondo le Reicat a chi va l'intestazione principale di responsabilità?

- Elencare le principali accortezze per minimizzare il rischio di perdita dei dati.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Although you shouldn't let your mood dictate your manners, neither should you feel bad for wanting to disconnect for a bit. It's not only beneficial for you, but for others, too. The longer you stay peopled out without a recharge, the higher the chance that you'll lower other people's vibrations. It's also very powerful to spend some time in nature. In this day and age, it's increasingly difficult to navigate through life without technology. [...] A research study published in 1991 found that natural environments had recuperative effects by bringing about positive emotional states and encouraging psychological wellbeing. You don't

have to make this complicated. You could go outside for a walk, do some work in your garden, go and sit under a tree, or gaze up at the stars.

TRACCIA 11 (TRACCIA ESTRATTA)

- 1) Nullità e vizi dell'atto amministrativo
- 2) Si parli dei patti locali per la lettura
- 3) Quali caratteristiche deve avere un albo illustrato per definirsi tale?

- Cosa è un E-mail, le sue funzioni principali, e in caso di più destinatari quali sono le precauzioni da prendere per rispettare la privacy.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

I remember one particular period during which I felt completely lost in life. I'd just left a job to pursue my own business, selling inspirational T-shirts. I'd invested my own money, and to my dismay they weren't selling as well as I'd hoped. I thought they were going to be sold out within days. I'd read all these business textbooks, spent hours on fashion blogs and felt like I had all the knowledge required to run a successful company and bring something innovative to the fashion world. However, my reality was proving otherwise. I was beginning to lose faith in myself and my abilities. I questioned my direction in life and, on top of this, my mum saw that I was struggling and told me I should get another job as I needed to make money to live on and help out at home.

TRACCIA 12 (TRACCIA ESTRATTA)

- 1) Il controllo di gestione nell'Ente Locale
- 2) Quali sono i vantaggi di far parte di una rete di biblioteche?
- 3) Cosa si intende per graphic novel e quale è la differenza tra fiaba e favola?

- Cosa è una Local Area Network (comunemente chiamata LAN)? Principali accortezze di sicurezza da implementare nella rete wireless della biblioteca per gli utenti esterni.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

At some point, everyone will find themselves taking part in gossip. Sometimes, they won't even realize that they're doing it. The worst part is that most people actually enjoy it; they don't think they're being judgemental and see gossiping as harmless. They just love the excitement of hearing juicy rumours about those around them and passing them on –then getting a reaction. And this makes gossiping a great way to lower your vibration! Regardless, spreading gossip preys on our ego: we do it to try to feel good about

ourselves; to feel superior to others. It's very often judgemental, and most judgements stem from hatred, which is a low vibrational state that will only lead to you inviting unpleasant experiences into your life

TRACCIA 13 (TRACCIA ESTRATTA)

- 1) Rendiconto, risultato di amministrazione e riaccertamento dei residui. Si illustrino le finalità di ogni operazione
- 2) Si parli di Nati per Leggere: cosa è, benefici e come si declina in una biblioteca di pubblica lettura
- 3) Quale è la differenza tra un catalogo e una bibliografia?

- Principali caratteristiche che deve avere il sito internet della biblioteca per l'accessibilità delle persone con disabilità.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Being thankful is one of the simplest, and yet most powerful, habits you can cultivate. By counting your blessings daily, you can begin to condition your mind to look for the good in everything around you. Soon enough, you'll unconsciously begin to see the bright side of things and feel better about life. You can't feel bad while you're feeling thankful. As simple as showing gratitude sounds, most people struggle with it. It's much easier to focus on burdens than on gifts; to devote your attention to the things you don't have, rather than the things you do have. I was once studying some of the most successful individuals on this planet and one phrase really stuck with me: 'Greatness starts with being grateful

TRACCIA 14 (TRACCIA ESTRATTA)

- 1) Si illustri la procedura per l'approvazione di un regolamento comunale, quale è l'organo competente ad approvarlo e quali sono le caratteristiche principali del provvedimento
- 2) Quali azioni si possono compiere per costruire una rete di alleanze sul territorio?
- 3) Cosa si intende per catalogazione derivata?

- Elencare le caratteristiche principali di una newsletter e quali strategie usare per renderla più efficace.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Furthermore, by expressing gratitude, we not only transform our vibrational state to become more magnetic to the good things, but we also become able to put things into perspective. We go through each day constantly comparing ourselves to others, and most of us rarely acknowledge that we have what others may desire. We also tend to compare ourselves to those we consider more fortunate than us, rather than those who are less fortunate. Just think of the amount of people who have to live through war on a daily

basis. But we're completely safe from such troubles, and many more that we hear about in the news. It's easy to say 'thanks' without really meaning it. The key to showing gratitude is to feel thankful.

TRACCIA 15 (TRACCIA ESTRATTA)

- 1) Che cosa è l'A.N.AC e quali funzioni ha in materia di anticorruzione
- 2) Si parli dell'Information literacy in una biblioteca di pubblica lettura
- 3) Se dovessi catalogare Lo Statuto del Comune di Colle di Val d'Elsa, a chi andrebbe l'intestazione principale di responsabilità?

- Illustrare brevemente l'importanza della connettività in una biblioteca e le caratteristiche con cui impostare la rete pubblica a disposizione degli utenti.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

After a few moments, he thought back to when he was a kid and how he used to get bullied on the bus home. This was when it hit him (questo è stato il momento in cui ha realizzato). He took a heavy breath. I could see the relief on his face as he thought back to his car. He finally admitted how grateful he was that he not only had a car, but also that it helped him improve the lives of those he loved. His state completely transformed and I observed the shift in his body language. When practising gratitude, imagine how different your life would be without that particular thing you're showing thanks for. It will produce strong feelings and emotions. And this is how you can get into a powerful state of gratitude.

TRACCIA 16 (TRACCIA ESTRATTA)

- 1) I reati contro la pubblica Amministrazione
- 2) Si parli della presenza di una biblioteca di pubblica lettura sui social network
- 3) Quali sono i principali indici per misurare le performance di una biblioteca di pubblica lettura?

- Elencare i parametri più comuni per la formattazione di un documento di testo. Cosa sono gli stili?

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

For months I let his actions [the boss' actions] affect my mood and therefore how I acted. I reacted with resentment, I gossiped about him, I hated going into work and I continued to emit all these negative thoughts and feelings out into the Universe. As a result, things just got worse – much worse! I wanted to distance myself from him, but he sat right beside me, so I couldn't. Even when I did manage to get away from him, he'd find a way to provoke me. Back then, I wasn't afraid to vocalize how I felt, even if it was going to sound sour. I had no problem telling him he had no leadership qualities, which obviously didn't make things any better.

TRACCIA 17 (TRACCIA NON ESTRATTA)

- 1) I Dirigenti degli Enti Locali: funzioni e responsabilità
- 2) Si parli del modello Conspectus per analizzare le collezioni di una biblioteca di pubblica lettura
- 3) Secondo le Reicat, per l'opera Le avventure di Pinocchio di Carlo Collodi, a chi va l'intestazione principale di responsabilità?

- Cosa è un malware? Elencare i tipi più comuni, e le pratiche da mettere in atto per limitare il più possibile il rischio di attacco informatico.

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Ignoring negative emotions is like keeping poison in your system. Learn to understand everything that you feel. The aim isn't to force positive thoughts, but to transform the negative ones into something healthier, so you can feel better. Our dominant thoughts significantly influence our emotions; they're crucial to how we feel. The issue many of us have when we try to become positive thinkers is that we ignore the transformation process. We assume that it's better to wipe out negative thoughts, numb our feelings and move on to more positive ideas. This is often ineffective because you're just trying to trick yourself into thinking things are okay, when your true feelings suggest otherwise.

TRACCIA 18 (TRACCIA NON ESTRATTA)

- 1) Il codice di comportamento nella Pubblica Amministrazione
- 2) Quali azioni si possono mettere in pratica in una biblioteca di pubblica lettura per ridurre il digitaldivide?
- 3) Si indichino le 8 aree dell'ISBD (M)

- è possibile in un foglio di calcolo svolgere operazioni sui dati presenti in più fogli di lavoro? Indicare cosa fa questa formula scritta nella cella A1 del primo foglio: =Foglio2!C2

- Extract from the book "Good vibes, good life: how self-love is the key to unlocking your greatness" by Vex King.

Repressed feelings can become toxic within your system and can eventually cause damage. If a venomous thought sits deep within your mind, it will reappear when you experience a similar situation in the future. Not only will this lower your vibration, but the continuity of this pattern can also damage your mental health, and in turn your physical health. You may also become extremely toxic for others to be around, making you lonely and further adding to your misery. So don't suppress your negative emotions. Instead, transform them so you can raise your vibration – not just now, but for all similar events in the future.

TRACCIA 19 (TRACCIA ESTRATTA)

- 1) La sussidiarietà orizzontale e verticale

2) La legge 13 febbraio 2020 n. 15 “Disposizioni per la promozione e il sostegno della lettura” che novità ha apportato?

3) ACNP cosa è?

- Dovendo creare una successione numerica 1-3-5-7-9 etc. nella colonna A di un foglio di calcolo, quali sono i possibili modi per farlo?

- Extract from the book “Good vibes, good life: how self-love is the key to unlocking your greatness” by Vex King.

Understand: This step is all about appreciating the deeper meaning behind the emotion. In our example, Sarah found that she was feeling insecure as a result of her recent experience. She started to worry that she wasn’t good enough. During the days when her love interest was texting back, she felt better about herself. It was clear that she had a high need for social acceptance and approval. You must recognize the deeper meanings behind your feelings and make use of them as opportunities to grow. Sarah determined her worth based on what others thought because she had low self-esteem. She needed to be valued and accepted to feel better about herself.

TRACCIA 20 (TRACCIA ESTRATTA)

1) Il candidato illustri il ciclo di gestione delle performance

2) Si parli della Legge 106 del 2004 Legge sul deposito legale e relativo regolamento DPR 252 del 2006

3) A chi intestaresti come principale indicazione di responsabilità la guida Svizzera del Touring Club Italiano?

- Cosa è un Internet Point? Possono le biblioteche fornire questo servizio?

- Extract from the book “Good vibes, good life: how self-love is the key to unlocking your greatness” by Vex King.

Every second you spend thinking about the next moment you avoid embracing the present. Ensure your life isn’t lived entirely in your head. [...] We hold our phones more than we hold real conversations, and each other. We’re so busy looking down at screens and engaging in digital interactions that we forget about the environment around us. It seems people would rather experience an event through a camera than use their eyes to enjoy what’s in front of them. Concert audiences are lit up by the shimmering of phone screens. This isn’t to say that we shouldn’t capture mementos of these precious times. But living through a screen prevents us from being present in the moment.

TRACCIA 21 (TRACCIA ESTRATTA)

1) Gli atti di programmazione dell’Ente Locale

2) Si parli dell’Indice SBN

3) A chi deve essere inviata una richiesta di autorizzazione allo scarto bibliografico?

- Si illustri una possibile soluzione per collegarsi da remoto e svolgere il lavoro da una postazione esterna al comune.

- Extract from the book “Good vibes, good life: how self-love is the key to unlocking your greatness” by Vex King.

As we continue to distract ourselves from the present moment, we become more anxious, fearful and stressed. Worries overwhelm us in our everyday lives because we’re now conditioned to live elsewhere, rather than right here. What’s more, we ignore the people around us and our personal relationships pay the price. This is often why we feel distressed, disconnected and lost. Our vibration is lowered because we feel like we’re in some imagined situation that doesn’t match up with our lived reality. We relive moments of the past, fear the future and create obstacles in our minds. We devote creative energy to destructive ideas [...]. Now is the only time you have. Once your past is gone, it does doesn’t exist, no matter how many times you recreate it mentally.

TRACCIA 22 (TRACCIA ESTRATTA)

- 1) Gerarchia delle fonti normative nazionali e comunitarie
- 2) Si parli delle fasi della revisione delle raccolte
- 3) A cosa serve l’allineamento in Indice SBN

- A cosa servono le presentazioni, quali programmi si possono usare per farle e descrivere brevemente lo slideshow.

- Extract from the book “Good vibes, good life: how self-love is the key to unlocking your greatness” by Vex King.

We want everyone else to stop being toxic, but we rarely review our own actions. The most important relationship you have is the one with yourself, so there’s no excuse not to break free from your own toxic ways. So it’s important that you can identify any toxic tendencies you might have and that are hurting others – or yourself. When we’re annoyed or upset, we assume that everyone around us is fine. We excuse ourselves for acting in unkind ways by blaming our mood, not realizing that other people might be going through a tough time themselves. This can bring other people down, which means that not only are you feeling hurt, but now someone else is, too.