

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject A Short Course for Library Users		Code 1011104311011010149
Field of study Logistics - Part-time studies - First-cycle	Profile of study (general academic, practical) general academic	Year /Semester 1 / 1
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) obligatory
Cycle of study: First-cycle studies	Form of study (full-time, part-time) part-time	
No. of hours Lecture: - Classes: 1 Laboratory: - Project/seminars: -		No. of credits 0
Status of the course in the study program (Basic, major, other) other		(university-wide, from another field) university-wide
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer: mgr Karolina Popławska email: karolina.poplawska@put.poznan.pl tel. 616653521 PUT Library ul. Piotrowo 2, 60-965		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Basic rules for using library collections
2	Skills	The ability to search databases and the Internet
3	Social competencies	The awareness of the need to develop skills in receiving the necessary materials in the learning process
Assumptions and objectives of the course: Need for education of first-year students in the field of the ability to use the information resources of the own library and the resources of other libraries using the method of distance education		
Study outcomes and reference to the educational results for a field of study		
Knowledge: 1. Student knows: organization of library collections of his own library; principles of using printed and electronic library resources; principles of providing printed and electronic library resources on the outside and in the reading rooms on the spot; rules for importing missing library materials from other libraries - [K1A_W16] - [-]		
Skills: 1. Student acquires the ability to individual search for needed information materials (sub-links, monographs, articles in magazines, standards) in online library catalogs - [K1A_U05] - [-]		
Social competencies: 1. Student understands the need to know the possibilities of continuing to study second and third degree studies, postgraduate studies, courses) - raising professional, personal and social competences - [K1A_K01] - [-] 2. Student is able to search for education and training to supplement and improve knowledge and skills - [K1A_K06] - [-]		
Assessment methods of study outcomes		
Forming mark: - Summary mark: final test on the Moodle Platform		
Course description		

<p>General information about the library collections. Computer catalogs of the PUT Library. Sharing outdoor collections. Sharing books, magazines and other materials on site. Importing library materials from other libraries and providing a document or a its copy. Compressors database: list of recommended literature for individual faculties, fields and years of study. Services and additional information: rooms for group work; a position for students with dysfunctions; libraries of PUT organizational units.</p> <p>Teaching methods: exercise method, information lecture</p>		
Basic bibliography:		
Additional bibliography:		
Result of average student's workload		
Activity	Time (working hours)	
1. Classes	1	
Student's workload		
Source of workload	hours	ECTS
Total workload	1	0
Contact hours	0	0
Practical activities	1	0