



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Library and information services

### Course

Field of study

Materials Engineering

Area of study (specialization)

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

polish

Requirements

compulsory

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

2

### Number of credit points

### Lecturers

Responsible for the course/lecturer:

mgr Karolina Popławska

Responsible for the course/lecturer:

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Biblioteka Techniczna Politechniki Poznańskiej

Piotrowo 2, 60-965 Poznań

### Prerequisites

According to the core curriculum for general education available at: [http://bip.men.gov.pl/men\\_bip/akty\\_prawne/rozporzadzenie\\_20081223\\_zal\\_4.pdf](http://bip.men.gov.pl/men_bip/akty_prawne/rozporzadzenie_20081223_zal_4.pdf), it is assumed that when starting the course the student has basic knowledge of secondary school.

According to the core curriculum for general education available on the website:

[http://bip.men.gov.pl/men\\_bip/akty\\_prawne/rozporzadzenie\\_20081223\\_zal\\_4.pdf](http://bip.men.gov.pl/men_bip/akty_prawne/rozporzadzenie_20081223_zal_4.pdf), it is assumed that when starting the subject, the student has basic secondary school skills.

In terms of social competences, the student should present attitudes such as honesty, responsibility, perseverance, cognitive curiosity, creativity, personal culture, respect for other people.



## Course objective

The aim of the course is to familiarize students with the rules of using printed and electronic resources as well as library and information services of the PUT Library and libraries of organizational units of the Poznań University of Technology.

## Course-related learning outcomes

Knowledge

Skills

1. Can retrieve information from literature, databases and other sources and integrate them [K\_U01].

Social competences

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The learning outcomes presented above are verified as follows:

Formative assessment:

a) in terms of exercises:

- based on answers to questions about the material in question

Summative assessment:

- credit on the basis of a test

## Programme content

Exercise program:

1. the rules for making printed and electronic library collections available - compact (books), magazines, special collections, including patent literature - outside and in reading rooms on site;
2. online catalogs of PP Libraries and remote ordering from closed warehouse and in catalogs of other libraries;
3. rules of interlibrary loans and providing a copy of the document;
4. digital resources: foreign and own, databases on CD-ROM, full-text electronic magazines, e-books - information about resources and access tools;
5. searching from e-services.

## Teaching methods

Online course at: <http://moodle.library.put.poznan.pl/moodle/>



## Bibliography

### Basic

1. Library of Poznań University of Technology, [Electronic document], <http://www.library.put.poznan.pl>
2. Regulations of using the resources of the library and information system of the Poznań University of Technology, [Electronic document], <http://www.library.put.poznan.pl>> About the Library> Regulations

### Additional

## Breakdown of average student's workload

	Hours	ECTS
Total workload	2	
Classes requiring direct contact with the teacher		
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	1	

<sup>1</sup> delete or add other activities as appropriate