



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Library services

Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-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:

Msc.Jakub Bajer,

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PUT Library

ul. Piotrowo 2, 61-138 Poznań

Responsible for the course/lecturer:

Prerequisites

To start subject "Library services" student is able to use the computer with the basic software, knows the rules of moving across the e-learning platform and use the Internet.

Course objective

Providing students with basic information on the organization of the work of the PUT Library and its service offer. Developing students' ability to use information resources of their own library and resources of other libraries in the country and abroad



Course-related learning outcomes

Knowledge

A student using library resources knows how the library collections are organized and knows the basic concepts of copyright protection, information security and intellectual property protection [K1_W12]

Skills

The student is able to independently search for the necessary information materials, can use the online catalog of the PUT Library and other library catalogs, databases and the Internet. [K1_U01].

Social competences

The student is aware of the creation and existence of national and global library catalogs, databases, repositories, and data collection systems. The student is aware of the responsibility for borrowed library materials [K1_K03].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Assessment whether the student is able to properly use the library collections.

Programme content

1. General information on the functioning of the PUT Library.
2. General information about library collections and their accessibility
3. Online catalogues of Library of Poznan University of Technology.
4. Principles of sharing library collections outside.
5. Principles of sharing books, journals, standards on the spot (Reading-Room).
6. Principles of working interlibrary orders.
7. Services offered by library: group study rooms, laptops and tablets on demand, stands for students with disabilities.

Teaching methods

Subject tutorials: multimedia presentation, tour of the PUT Library.

Bibliography

Basic

Regulations of using the resources of the library and information system of the Poznań University of Technology.

Additional

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Breakdown of average student's workload

	Hours	ECTS
Total workload	3	0,0
Classes requiring direct contact with the teacher	2	0,0
Student's own work ¹	1	0,0

¹ delete or add other activities as appropriate