POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Library training [S1Bud1>SzB]

Course

Field of study Civil Engineering	**Year/Semester** 1/1
Area of study (specialization) –	**Profile of study** general academic
Level of study first-cycle	**Course offered in** polish
Form of study full-time	**Requirements** compulsory

Number of hours

Lecture 1	**Laboratory classes** 0	**Other (e.g. online)** 0
Tutorials 0	**Projects/seminars** 0	

Number of credit points

0,00

Coordinators

mgr Monika Wagner
monika.wagner@put.poznan.pl

Lecturers

mgr Monika Wagner
monika.wagner@put.poznan.pl

Prerequisites

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

Course objective

Education of first-year students in the ability to use the services and basic information resources of the PP Library and other libraries at home and overseas.

Course-related learning outcomes

Knowledge:
1 The student acquires the ability to independently find the necessary information materials (lecture books, articles, monographs), browse the BPP online catalog, basic databases, and the Internet.

Skills:
1.The student knows the organization of the PP library collection. 2.The student knows the principles of using printed and electronic library resources. 3.The student knows the principles of providing access to printed and electronic library collections on site and remotely. 4. The student knows the services offered

by the Library. 5. The student knows the principles of importing library materials from outside the library's own collection.

Social competences:
1. Student is aware of existence and creation of national and international library catalogues and bibliographic data bases

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lack of verification

Programme content

1. Basic information about the principles library collections and their accesibility. 2. Principles of searching in the library catalog. 3. Principles of sharing library collections outside. 4. Rules of ordering library collection (books, journals, standards and other materials) and use on the spot. 5. Rules for processing orders through interlibrary loan. 6.Services offered by library: group study rooms, laptops and tablets on demand, stands for students with disabilities.

Teaching methods

The lecture is enriched with a walk through the Library and practical elements of operating the device for remote borrowing (Selfcheck) and return (Drop-in) of library materials and organization of the student book collection.

Bibliography

Basic:
Regulations for the use of the resources of the library and information system of the Poznan University of Technology.
PUT Library information system.

Additional:

Breakdown of average student's workload

	Hours	ECTS
Total workload	1	0,00
Classes requiring direct contact with the teacher	1	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	0	0,00