POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
A Short Course for Library Users [S1IZarz1>PB]

Course

Field of study
Engineering Management

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
0

Laboratory classes
0

Other (e.g. online)
0

Tutorials
1

Projects/seminars
0

Number of credit points

0,00

Coordinators

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Lecturers

Prerequisites

To start course student is able to use the computer with the basic software and use the Internet.

Course objective

To give students information concerning the basics of library organization and its services. Developing students' skills to use their own resources and the resources of other resources in and abroad.

Course-related learning outcomes

Knowledge:
1. Identifies and describes the functioning of the PP Library, including the general principles of making library collections available [P6S_WK_01].
2. Explains the rules for using the PP Library's computer catalogs and the procedures for borrowing materials for off-site and on-site use [P6S_WK_01].
3. Characterizes the additional services offered by the PP Library, such as group study rooms, facilities for students with disabilities, and the borrowing of electronic equipment [P6S_WK_01].

Skills:

1. Utilizes the PP Library's computer catalogs for effective searching and selecting of library materials related to one's own area of interest and research [P6S_UW_01].
2. Adheres to the rules for making collections available and using library materials, including books, journals, standards, and other resources, considering copyright protection and information security [P6S_UW_01].
3. Applies the principles of interlibrary loan operations and utilizes additional services, increasing the efficiency of one's own academic and educational work [P6S_UW_01].

Social competences:
1. Demonstrates professionalism and adherence to professional ethics while using library resources and services, promoting respect for diversity and a culture of safety and quality [P6S_KR_02].
2. Develops awareness of the importance of intellectual property protection and information security in the context of using library and scientific resources [P6S_KR_02].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The knowledge acquired during the 45-minute multimedia presentation is individually verified through activities regarding accessing library materials and services.

Programme content

1. General information about the functioning of the PUT Library.
2. General information about the PUT Library collections and their accesibility.
3. Online catalogue of the PUT Library.
4. Principles of sharing library collections outside.
5. Principles of sharing books, journals, standards and other library materials available on site.
6. Services offered by the PUT Library.

Course topics

1. General information about the functioning of the PUT Library:
- library location,
- opening hours,
- organizational structure,
- library webpage,
- social media.
2. General information about the PUT Library collections and their accesibility:
- reader account,
- activation fee,
- online payments.
3. Online catalogue of the PUT Library:
- user account,
- searching the library catalogue,
- catalogue labels,
- requests for the books held in store.
4. Principles of sharing library collections outside:
- limits and deadlines for returning borrowed materials,
- overdue fees,
- open access to shelves,
- self-check station,
- self-issue book return service,
- interlibrary loans.
5. Principles of sharing books, journals, standards and other library materials available on site:
- access to standards,
- scanners and printers,
- Chillout Zone.
6. Services offered by the PUT Library:
- group study rooms,
- individual study booths,

- online reservations system,
- Ask a Librarian service,
- stands for readers with disabilities,
- laptops and tablets on demand.

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	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