



COURSE DESCRIPTION CARD - SYLLABUS

Course name

A Short Course for Library Users [S1IZarz1E>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 English
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

A student starting the Library training course should have basic skills in using a computer and the Internet.

Course objective

Providing students with basic information about the organization of work of the PUT Library and the service offer. The need to educate first-year students in the ability to use the information resources of their own library and the resources of other libraries in the country 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 multimedia presentation is individually verified through activities regarding accessing library materials and services.

Programme content

Knowledge of the services and principles of operation of the PUT Library.

Course topics

1. General information about the functioning of the PUT Library.
2. General information about the PUT Library collections and their accessibility.
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. Principles of working interlibrary orders.
7. Services offered by the PUT Library: rooms for team and individual work, 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	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