POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
A Short Course for Library Users [N1Log2>PB]

Course

Field of study
Logistics

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
part-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 subject Library services 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

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. Student knows organization of library collections.
2. Student knows the rules of borrowing and returning library materials.
3. Student knows principles of using printed and electronic library collections.
4. Student knows principles of availability printed and electronic library collections outside and in the reading rooms.
5. Student knows the services offered by the PUT Library.
6. Student knows priciples of obtaining missing library materials from other libraries.

Skills:
1. Student acquires the ability to independently search for the necessary information materials.
2. Student acquires the ability to use the online catalog of the PUT Library and other library catalogs, databases and the Internet.

Social competences:
1. Student is aware of existence and creation of national and international library catalogues and bibliographic data bases.
2. student is aware of the responsibility for borrowed library materials.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Tutorial: The knowledge acquired during the multimedia presentation is verified through an online test on the university's e-courses platform. The test is time-limited (5 minutes) and consists of 5 closed, randomly selected questions. You can take the test twice, the highest grade counts. The pass mark is 60%.

Programme content

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

Course topics

Teaching methods

Tutorial: multimedia presentation, information materials on the e-courses platform, tour of the PUT Library (optional).

Bibliography

Basic:
1. 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	5	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)	4	0,00