



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Library Training [N1Energ2>SzB]

### Course

Field of study

Power 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

part-time

Requirements

compulsory

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

1

Projects/seminars

0

### Number of credit points

0,00

### Coordinators

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### Lecturers

### Prerequisites

To start subject Library Training student is able to use the computer with the basic software, use the Internet.

### Course objective

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

### Course-related learning outcomes

Knowledge:

1. Student knows organization of library collections.
2. Student knows principles of using printed and electronic library collections.
3. Student knows principles of availability printed and electronic library collections outside and in the reading rooms.
4. Student knows principles of obtaining missing library materials from other libraries.

#### Skills:

Student is able independently search for needed information data (lecture books, articles, monographs), browse online catalogues, data bases and the Internet. (K\_U01)

#### Social competences:

Student is aware of the creation and existence of national and global library catalogues, databases, repositories, and data collection systems. (K\_U01)

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

none

### Programme content

The sessions will cover the functioning of the PP Library, including the rules for accessing library collections both on-site and off-site, as well as the organization of computer catalogs. Participants will also become familiar with the services offered by the library, such as individual and group workspaces, equipment rentals, and interlibrary loan services.

### Course topics

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. Principles of working interlibrary orders.
7. Services offered by the PUT Library: group study rooms and stands, cabins for individual work, laptops and tablets on demand, stands for students with disabilities.

### Teaching methods

Subject tutorials: multimedia presentation, PUT Library tour.

### 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