POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
A Short Course for Library Users [S1Log2>PB]

Course

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

Number of hours

Lecture	**Laboratory classes**	**Other**
0	0	0
Tutorials	**Projects/seminars**	
2	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 library organization and its services. The need of the first year students education in the range of ability of using parental information resources by means of distance learning.

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:

Programme content
Knowledge of the services and operating principles 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 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
none

Bibliography
Basic
PUT Library information system.
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	2	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	3	0,00