COURSE DESCRIPTION CARD - SYLLABUS

Course name
Library services [N1MiBM2>SB]

Course

Field of study
Mechanical 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

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Prerequisites

To start subject Library services student is able to use the computer with the basic software, knows the rules of moving across the e-learning platform and 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 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:
1. Student is able independently search for needed information data (lecture books, articles, monographs), browse online catalogues, data bases and the Internet.

Social competences:
1. Student is aware of existence and creation of national and international library catalogues and bibliographic data bases.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Passing test on Moodle platform

Programme content

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

Course topics

none

Teaching methods

Test on Moodle platform enriched in links, photos, movies.

Bibliography

Basic:
PUT Library information system.

Additional:
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Breakdown of average student's workload

	Hours	ECTS
Total workload	2	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)	0	0,00