



COURSE DESCRIPTION CARD - SYLLABUS

Course name

A Short Course for Library Users [S1DSwB1>UBiI]

Course

Field of study	Year/Semester
Data Science in Business	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

mgr Marek Siąkowski
marek.siakowski@put.poznan.pl
mgr Paulina Kwaśnik
paulina.kwasnik@put.poznan.pl

Lecturers

Prerequisites

The student should have basic skills in computer use, navigating an e-learning platform, and using the Internet.

Course objective

Providing students with fundamental information about the organization of the Poznan University of Technology Library and its service offerings. Developing students' skills in utilizing the library's information resources as well as accessing resources from other libraries in Poland and abroad.

Course-related learning outcomes

Knowledge:

Identifies and describes the functioning of the Poznan University of Technology Library, including the general rules for accessing library collections [DSB1_W08].

Explains the principles of using the library's online catalogs and the procedures for borrowing materials

for external and on-site use [DSB1_W08].

Characterizes additional services offered by the Poznan University of Technology Library, such as group study rooms, workstations for students with disabilities, and electronic equipment lending [DSB1_W08].

Skills:

Uses the Poznan University of Technology Library's online catalogs to efficiently search for and select library materials related to their field of interest and research [DSB1_U01].

Adheres to the rules for accessing and using library resources, including books, journals, standards, and other materials, while respecting copyright protection and information security [DSB1_U01].

Applies the principles of interlibrary loan services and utilizes additional library services to enhance the efficiency of their academic and research work [DSB1_U01].

Social competences:

Demonstrates professionalism and adherence to ethical standards when using library resources and services, promoting respect for diversity, as well as a culture of security and quality [DSB1_K05].

Develops an awareness of the importance of intellectual property protection and information security in the context of utilizing library and academic resources [DSB1_K05].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Assessment of whether the student can properly utilize library resources.

Programme content

- General information about the functioning of the Poznan University of Technology Library.
- General information about the availability of library collections at the Poznan University of Technology Library.
- Online catalogs of the Poznan University of Technology Library.
- Rules for borrowing materials for external use.
- Rules for accessing books, journals, standards, and other library materials on-site.
- Interlibrary loan service procedures.
- Services offered by the Poznan University of Technology Library: group study rooms, workstations for students with disabilities, lending laptops and tablets.

Course topics

Knowledge of the services and operating principles of the PP Library

Teaching methods

Course exercises: multimedia presentation, tour of the Poznan University of Technology Library.

Bibliography

Basic:
Regulations for the Use of the Poznan University of Technology Library and Information System
Resources

Additional:

-

Breakdown of average student's workload

	Hours	ECTS
Total workload	3	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)	1	0,00