



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Library services [S1FT2>PB]

Course

Field of study

Technical Physics

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

full-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

mgr Marek Siąkowski

marek.siakowski@put.poznan.pl

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 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:

none

Programme content

Knowledge of the services and functioning of PUT's Library

Course topics

1. General information about the PUT Library collections and their accesibility.
2. Online catalogue of the PUT Library.
3. Principles of sharing library collections outside.
4. Principles of sharing books, journals, standards and other library materials available on site.
5. Principles of working interlibrary orders.
6. 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's Library tour.

Bibliography

Basic:

PUT's Library information system.

Additional:

-

Breakdown of average student's workload

| | Hours | ECTS |
|---|-------|------|
| Total workload | 2 | 0,00 |
| Classes requiring direct contact with the teacher | | 0,00 |
| Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation) | 2 | 0,00 |