



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Libraries and information services [N1Inf1>BIBL]

Course

Field of study

Computing

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 course student is able to use the computer with the basic software and 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 the PUT 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 principles 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 catalogue of the PUT Library and other library catalogues, 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:

The knowledge acquired during the 45-minute multimedia presentation is individually verified through activities regarding accessing library materials and services.

Programme content

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. Services offered by the PUT Library.

Course topics

1. General information about the functioning of the PUT Library:
 - library location,
 - opening hours,
 - organizational structure,
 - library webpage,
 - social media.
2. General information about the PUT Library collections and their accesibility:
 - reader account,
 - activation fee,
 - online payments.
3. Online catalogue of the PUT Library:
 - user account,
 - searching the library catalogue,
 - catalogue labels,
 - requests for the books held in store.
4. Principles of sharing library collections outside:
 - limits and deadlines for returning borrowed materials,
 - overdue fees,
 - open access to shelves,
 - self-check station,
 - self-issue book return service,
 - interlibrary loans.
5. Principles of sharing books, journals, standards and other library materials available on site:
 - access to standards,
 - scanners and printers,
 - Chillout Zone.
6. Services offered by the PUT Library:
 - group study rooms,
 - individual study booths,
 - online reservations system,
 - Ask a Librarian service,
 - stands for readers with disabilities,

- laptops and tablets on demand.

Teaching methods

Subject tutorials: multimedia presentation, tour of the PUT Library.

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 |