



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Library services [N11BiJ1>SB]

Course

Field of study

Safety and Quality 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

2

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

Providing students with basic information on the organization of the work of the PUT Library and its service offer. Developing students' ability to use information resources of their own library and resources of other libraries in the country and abroad.

Course-related learning outcomes

Knowledge:

1. Identifies and describes the functioning of the Poznan University of Technology Library, including general principles for the availability of library collections [K1_W12].
2. Explains the rules for using the Poznan University of Technology Library's computer catalogs and the procedures for borrowing materials for off-site and on-site use [K1_W12].
3. Characterizes additional services offered by the Poznan University of Technology Library, such as group study rooms, facilities for students with disabilities, or borrowing electronic equipment [K1_W12].

Skills:

1. Uses the computer catalogs of the Poznan University of Technology Library to effectively search for and select library materials related to their own area of interest and research [K1_U01].
2. Adheres to the rules for the availability of collections and the use of library materials, including books, journals, standards, and other resources, taking into account copyright protection and information security [K1_U01].
3. Applies interlibrary loan procedures and utilizes additional services to increase the efficiency of their own academic and educational work [K1_U01].

Social competences:

1. Demonstrates professionalism and adherence to professional ethics while using library resources and services, promoting respect for diversity and a culture of safety and quality [K1_K06].
2. Develops awareness of the importance of intellectual property protection and information security in the context of using library and scientific resources [K1_K06].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Assessment whether the student is able to properly use the library collections.

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	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