



COURSE DESCRIPTION CARD - SYLLABUS

Course name

A Short Course for Library Users

Course

Field of study

Engineering Management

Area of study (specialization)

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Level of study

First-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

english

Requirements

compulsory

Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

1

Projects/seminars

0

Number of credit points

0

Lecturers

Responsible for the course/lecturer:

Renata Tomaszczak, MA

Responsible for the course/lecturer:

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Faculty of Engineering Management

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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 library organization and its services. Developing students' skills to use their own resources and the resources of other resources in and abroad.

Course-related learning outcomes

Knowledge

1. Identifies and describes the functioning of the PP Library, including the general principles of making library collections available [P6S_WK_01].



2. Explains the rules for using the PP Library's computer catalogs and the procedures for borrowing materials for off-site and on-site use [P6S_WK_01].
3. Characterizes the additional services offered by the PP Library, such as group study rooms, facilities for students with disabilities, and the borrowing of electronic equipment [P6S_WK_01].

Skills

1. Utilizes the PP Library's computer catalogs for effective searching and selecting of library materials related to one's own area of interest and research [P6S_UW_01].
2. Adheres to the rules for making collections available and using library materials, including books, journals, standards, and other resources, considering copyright protection and information security [P6S_UW_01].
3. Applies the principles of interlibrary loan operations and utilizes additional services, increasing the efficiency of one's own academic and educational work [P6S_UW_01].

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 [P6S_KR_02].
2. Develops awareness of the importance of intellectual property protection and information security in the context of using library and scientific resources [P6S_KR_02].

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

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	0,0
Classes requiring direct contact with the teacher	1	0,0
Student's own work ¹	0	0,0

¹ delete or add other activities as appropriate