

ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020
of 13 July 2020 on the model card
subject at the Higher School of Management
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
ITEM NAME										
General - purpose training: Library training										
Name of the organizational unit leading the course:				Faculty of Management and Technical Sciences						
Name of the field of study, level of education:				Stage I Management						
Learning profile:				General academic profile						
Name of the specialty:				--						
Type of learning module:				SUPRADIRECTIONAL						
Year/Semester:				1 year, semester 1						
Person coordinating the subject:				Dr. Jan Boguski						
Prerequisites (resulting from the succession of items):				No prerequisites						
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	1									1
Part-time studies	1									1
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes				Didactic methods						
Lecture				Feeding methods						
Practiceda										
IV. OBJECTIVE LEARNING OUTCOMES IN RELATION TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question								Directional effect reference	
Knowledge:										
1	The student has in-depth knowledge in the field of library science regarding the academic book collection, knows the principles and conditions and the use of library collections								ZO1_W01 P6S_WG	
2	The student has a basic knowledge of the protection of intellectual property, understands the basic concepts and principles of copyright law.								ZO1_W02 P6S_WK	
3	The student has in-depth and structured knowledge of the mechanisms of obtaining data on the basis of internal and external library catalogs (ProLib, Aleph, MAK, KARO, NUKAT), knowledge necessary to operate the OPAC catalog and from IT databases of references containing foreign journals as part of the Virtual Library of Science.								ZO1_W05 P6S_WK	
Abilities:										
1	Is able to properly use their library knowledge and select literature sources and information in order to evaluate, critically analyze and synthesize this information, as								ZO1_U01 P6S_UW	

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	well as make the appropriate selection and use of appropriate methods and tools in the field of reader service	
2	Pis able to reach for appropriate analytical methods and tools and effectively use IT systems, IT systems in the field of operating the Prolib library system and the OPAC electronic catalog which is an integral part of it, as well as electronic databases of the Virtual Library of Science	ZO1_U09 P6S_UW
3	Is able to follow the principles of professional ethics in professional work within the roles and tasks assigned by the Director of the Library regarding the functioning of the academic library	ZO1_U11 P6S_UK
Social competences:		
1	He is ready to critically evaluate his own knowledge and to recognize the importance of knowledge in solving cognitive and practical problems in the area of management	ZO1_K01 P6S_KK
2	He is ready to understand the necessity of thinking and acting in an entrepreneurial manner based on available knowledge resources	ZO1_K07 P6S_KO
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Presentation of the objectives of the library training and the legal basis	ZO1_W01 ZO1_W02 ZO1_W05 ZO1_U01 ZO1_U09 ZO1_U11 ZO1_K01 ZO1_K07
2	Historical outline of the managerial library of the Academy of Applied Sciences in Warsaw.	ZO1_W01 ZO1_U09 ZO1_K01
3	The place of the university library in the organizational structure of the university.	ZO1_W01 ZO1_U09 ZO1_K01
4	Organizational regulations and regulations for making collections available.	ZO1_W01 ZO1_U09 ZO1_K01
5	Characteristics of the book collection – compact, continuous and special collections.	ZO1_W01 ZO1_U09 ZO1_K01
6	Overview of OPAC electronic catalogue maintenance	ZO1_W01 ZO1_U09 ZO1_K01
7	Overview of the MANS website	ZO1_W01 ZO1_U09 ZO1_K01
8	Virtual Science Library as a source of knowledge and foreign information.	ZO1_W01 ZO1_U09

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		ZO1_K01
9	Virtual Databases	ZO1_W01 ZO1_W02 ZO1_W05 ZO1_U01 ZO1_U09 ZO1_U11 ZO1_K01
10	Search for literature using nationwide NUKAT and KARO catalogues.	ZO1_W01 ZO1_W02 ZO1_W05 ZO1_U01 ZO1_U09 ZO1_U11 ZO1_K01
Lp.	Exercises/workshops:	Reference to the learning outcomes in question

VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES

Learning outcomes	Verification method	Form of classes in which EUS is verified (Learning outcome)
Knowledge:		
ZO1_W01 ZO1_W02 ZO1_W05	Activity during classes	Lecture
Abilities:		
ZO1_U01 ZO1_U09 ZO1_U11	Activity during classes	Lecture
Social competences:		
ZO1_K01 ZO1_K07	Activity during classes	Lecture

VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES

Learning outcomes	Unsatisfactory assessment	Grade range 3.0-3.5	Grade range 4.0-4.5	Very good rating
	The student does not know and does not understand/cannot/is not ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:

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For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 63% max. the number of points for a given effect on a grade of 3 and The student obtains from 64 to 77% max. the number of points for a given effect per grade 3.5	The student gets from 78 to 87% max. the number of points for a given effect per grade 4, and The student obtains from 88 to 93% max. the number of points for a given effect per rating 4.5	The student obtains more than 93% max. the number of points for a given effect
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VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS

Type of activity ECTS	Student load	
	Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	1	1
Exam/Passing		
Participation in the consultation		
Project / Essay		
Independent preparation for didactic classes		
Preparing to pass a teaching class		
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	0 ECTS credits	0 ECTS credits
Student load in classes in direct contact with the teacher	1	1
Student load in practical classes		
Student load in practical vocational preparation classes		
Student load in research preparation classes		

IX. LITERATURE AND OTHER DIDACTIC MATERIALS

Basic literature:

- B.Danowski, *Library of the future*, Helion Publishing House, Gliwice 2019.
- M Wojciechowska ed., *Management of intangible resources of libraries in the knowledge society*, Publishing House of the Association of Polish Librarians, 2016.

Supplementary literature:

- J.Boguski, T.Staliś, *15 years of the WSM Library in Warsaw*, "Nauka-Gospodarka-Społeczeństwo" No. 2 of 2011. -
- J.Boguski, T.Staliś, *University library as a center of creating knowledge and information*, "Social Studies" No. 1 of 2011.
- J.Boguski, T.Staliś, *The influence of literature on the quality of students' diploma theses*, "Management. Theory and Practice" No. 1 of 2011
- Year.
- S. Skórka ed., *Library in educational space: functions and challenges in the XXI century*, Wydawnictwo Naukowe Uniwersytetu Pedagogicznego, Kraków 2013

Other teaching materials:

- multimedia presentation on the Moodle platform