University of Silesia in Katowice

1.	Field of study	Scientific Information and Library Science
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2025/2026 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7.	General information about the module	
Module name		**Library organization and management**
Module code		W1-BN-N1-OZB05
Number of the ECTS credits		3
Language of instruction		Polish
Purpose and description of the content of education		This module provides students with knowledge of the organization and management of different types of libraries. This objective is achieved by using activating methods in student education and a detailed analysis and evaluation of various organizational solutions adopted both in Poland and internationally.
List of modules that must be completed before starting this module (if necessary)		not applicable

8.	Learning outcomes of the module			

Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
OZB05_1	osoba studiująca zna podstawy wiedzy z zakresu nauki organizacji i zarządzania oraz krytycznie i oryginalnie myśli o jej przydatności i skuteczności w bibliologii. Zna kierunki rozwoju tej nauki w Polsce i na świecie	K_W04	5
OZB05_2	osoba studiująca ma wiedzę o celach i funkcjonowaniu bibliotek w społeczeństwie. Posiada wiedzę dotyczącą dokumentacji organizacyjnej, struktur i otoczenia bibliotek.	K_W06	5
OZB05_3	osoba studiująca rozumie pojęcie kultury organizacyjnej i klienta wewnętrznego oraz etyczny i społeczny kontekst zarządzania. Student identyfikuje grupy użytkowników biblioteki i zna ich potrzeby	K_W02 K_W07	4 4
OZB05_4	osoba studiująca umie posłużyć się wiedzą o przedsiębiorczości i zarządzaniu dla zdiagnozowania i poprawy jakości pracy bibliotecznej. Student posiada umiejętność projektowania i modyfikowania struktury organizacyjnej biblioteki dostosowanej do pełnionych przez nią funkcji. Student efektywnie organizuje własną pracę oraz potrafi pracować w zespole, pełniąc różne role	K_U06 K_U07	5 5
OZB05_5	osoba studiująca potrafi opisać/opracować prezentacje na wybrany temat związany z zarządzaniem biblioteką	K_U04	5
OZB05_6	osoba studiująca jest gotowa do interpretowania wybranych problemów współczesnej biblioteki w świetle dorobku i poglądów autorytetów naukowego zarządzania oraz proponować nowe rozwiązania.	K_K01 K_K02	4 4

9. Methods of conducting classes

Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture *a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided*
b07	Problem-solving methods	Activating methods: a case study *a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon*
b09	Problem-solving methods	Activating method – flipped classroom *anticipatory learning; work in class is based on previously studied material indicated by the person teaching the course; preparation outside the classroom serves the purpose of getting familiar with the issues whose knowledge is necessary for participating in the in-class discussion and the training in the related practical skills; the activity is based on the work of students under the guidance of the person teaching the course*
b10	Problem-solving methods	SWOT analysis *a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis*
c07	Demonstration methods	Screen presentation *a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image*
f02	Methods of self-learning	Individual work with a text *searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue*

10. Forms of teaching

Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
OZB05_fs_1	lecture	10	exam	OZB05_1, OZB05_2, OZB05_3	a01, c07
OZB05_fs_2	laboratory classes	10	course work	OZB05_4, OZB05_5, OZB05_6	b07, b09, b10, f02

11. The student's work, apart from participation in classes, includes in particular:

Code	Category	Name (description)	Is it part of the BUNA?
a02	Preparation for classes	Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No

b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	Yes
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion *a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course*	No
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes *reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes*	Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: https://usosweb.us.edu.pl.