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|----|--------------------------------|--------------------------------------------|
| 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                                  |

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| 7.                                                                                | General information about the module |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Module name                                                                       |                                      | Student training in public or research libraries 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Module code                                                                       |                                      | W1-BN-N1-PZ04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Number of the ECTS credits                                                        |                                      | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Language of instruction                                                           |                                      | Polish                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Purpose and description of the content of education                               |                                      | <p>The aim of the summer internships for students is to gain experience in teamwork, become familiar with the requirements of future employers, and facilitate the choice of workplace after graduation.</p> <p>Specifically, students should have the opportunity to:</p> <ul style="list-style-type: none"> <li>• become familiar with the formal processing of other types of documents,</li> <li>• learn about the organization of substantive processing of collections in the library,</li> <li>• deepen skills in using auxiliary materials needed for classifying and assigning subject headings to collections,</li> <li>• operate computer library programs,</li> <li>• become familiar with the problems of managing and administering a library.</li> </ul> |
| 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 competence (scale 1-5) |  |
| PZ04_1 | ma orientację w piśmiennictwie na temat bibliotek w sieci instytucji kultury. Potrafi samodzielnie zdobywać wiedzę i rozwijać umiejętności badawcze, korzystając z różnych typów źródeł i prac różnych autorów. Zna zakres posiadanej przez siebie wiedzy i posiadanych umiejętności, rozumie potrzebę ciągłego dokształcania się i rozwoju zawodowego                                                                        | K_K01                              | 4                               |  |
| PZ04_2 | student zna i rozumie potrzeby różnych grup użytkowników biblioteki (edukacyjne, informacyjne, kompensacyjne, rozrywkowe). Potrafi porozumiewać się przy użyciu różnych kanałów i technik komunikacyjnych z użytkownikami biblioteki. Potrafi pracować w zespole, pełniąc różne role. Umie przyjmować i wyznaczać zadania, ma umiejętności organizacyjne, pozwalające na projektowanie i podejmowanie działań profesjonalnych | K_U04<br>K_U05                     | 5<br>4                          |  |
| PZ04_3 | zna i rozumie pojęcia i zasady obowiązującego prawa bibliotecznego, ochrony własności intelektualnej, bhp, postępowania administracyjnego oraz kodeksu pracy mające zastosowanie w działalności biblioteczej. Potrafi posługiwać się normami prawnymi i etycznymi w działalności biblioteczej, informacyjnej                                                                                                                  | K_W10                              | 5                               |  |
| PZ04_4 | student ma wiedzę na temat katalogów rzeczowych i języków informacyjno-wyszukiwawczych. Student potrafi zidentyfikować rodzaj katalogów rzeczowych występujących w bibliotece                                                                                                                                                                                                                                                 | K_W02                              | 5                               |  |

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| PZ04_5 | student zna i rozumie zasady opracowania formalnego i rzeczowego różnych typów dokumentów. Potrafi sporządzić analizę treściową dokumentu i dokonać klasyfikacji według UKD. Efektywnie organizuje własną pracę i krytycznie ocenia stopień jej zaawansowania. | K_U03<br>K_U07 | 5<br>5 |
| PZ04_6 | student potrafi zastosować wiedzę na temat organizacji działalności informacyjnej w bibliotece. Posiada umiejętności komunikowania interpersonalnego z różnego typu interesariuszami biblioteki rzetelnej informacji                                           | K_U01          | 4      |

| 9. Methods of conducting classes |                   |                                                                                                                                                                                                                                                                                          |
|----------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code                             | Category          | Name (description)                                                                                                                                                                                                                                                                       |
| e05                              | Practical methods | Internship<br><i>including professional and individual training; gaining skills and experience in real-life conditions, e.g., in the environment, institution or workplace the student is preparing for by following a specific study programme; training in real working conditions</i> |

| 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 |
| PZ04_fs_1             | internship | 45              | course work                                       | PZ04_1, PZ04_2, PZ04_3, PZ04_4, PZ04_5, PZ04_6 | e05                           |

| 11. The student's work, apart from participation in classes, includes in particular: |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Code                                                                                 | Category                                                        | Name (description)                                                                                                                                                                                                                                                                                                                                                                                                       | Is it part of the BUNA? |
| a03                                                                                  | Preparation for classes                                         | Developing practical skills<br><i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i>                                                                                                          | No                      |
| c01                                                                                  | Preparation for verification of learning outcomes               | Determining the stages of task implementation contributing to the verification of learning outcomes<br><i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i>                                                                                                          | Yes                     |
| d03                                                                                  | Consulting the results of the verification of learning outcomes | Review of internship documentation<br><i>an analysis of the portfolio of documentation obtained during internship, including professional internship, and other practical classes and studio sessions, as well as the documentation developed in order to obtain credit for such classes; verification of the description, necessary attachments, opinions and grades before submitting the portfolio for acceptance</i> | 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>.