

LIBRARY TRAINING FOR FIRST YEAR STUDENTS 2023/2024

Cracow University of Technology (CUT)





TRAINING PROGRAMME

- Where you can find us? Information about our location,
- What is the profile of the Library's collection,
 - Some information about our website,
- How easy is it to create and use a Library account,
 - How do you search a Library catalogue?

 How to search for items,
 - How mobile and open we are to your needs.





OUR LOCATION

The Cracow University of Technology Library - Main Building, CUT Campus, 24 Warszawska Street Library Pavilion, CUT Campus, 24 Warszawska Street

Library Front Office Lending Room Main Reading Room Science Reading Room, Serials Reading Room, Information Services Department The Faculty of Mechanical Engineering Library (BWM), 37 G Jana Pawła II Avenue

Lending Room, Reading Rooms Self-service outdoor kiosk



COLLECTION

The CUT Library collection contains a professional technical literature, thematically related to the university's profile, e.g.: architecture, urban planning, arts, civil engineering, environmental engineering, electrical engineering, mechanical engineering, vehicle and rail transport, computer science, mathematical and physical sciences, and chemical sciences.

We also recommend the belle-lettres.

We collect books, journals, standards, patents, catalogues, computer databases, doctoral dissertations of CUT employees/academics and defended at the Cracow University of Technology.

OUR LOGO



Biblioteka Politechniki Krakowskiej



THE READING ROOMS

- use the reference book collection,
- order any of our items from the stock to see in one of our Reading Rooms,
- browse the computer catalogue,
- use PCs /computer workstations/with Internet,
- browse through the Academica resources digital interlibrary loan of books and scientific journals,
- scan documents,
- use your electronic devices, laptops,
- use the Eduroam wireless network,
- browse electronic resources and databases.



THE SERIALS READING ROOM

- read current and archival Polish and foreign scientific and popular science journals and daily newspapers,
- use PCs /computer workstations/with Internet,
- scan documents,
- use your electronic devices, laptops,
- use the Eduroam wireless network.



THE SCIENCE READING ROOM

- read books and albums on architecture and civil engineering,
- use PCs /computer workstations/with Internet,
- browse through the Academica resources digital interlibrary loan of books and scientific journals,
- scan documents,
- use the Eduroam wireless network,
- use your electronic devices, laptops,
- use a computer station for visually impaired users.



THE INFORMATION SERVICES DEPARTMENT

- get help with searching literature in various fields of study,
- browse professional, scientific databases,
- use PCs /computer workstations/with Internet,
- use your electronic devices, laptops,
- use the Eduroam wireless network.



LIBRARY SELF-SERVICE OUTDOOR KIOSK

- Two locations:
 - on the main campus of the CUT in front of the Library pavilion (open from 5.00-23.00, 7 days a week),
 - at the entrance of the Faculty of Mechanical Engineering Library (BWM) building, 37 G Jana Pawła II Av. (open 24 hours a day, 7 days a week),
- It can be used by users of the CUT Library who have a valid library account.



The first place to see our collection is TO VISIT OUR LIBRARY WEBSITE

www.biblos.pk.edu.pl/en





The Cracow University of Technology Library





About the Library

Catalogues and collections

CUT Library trainings

CUT library information system

Announcements

The ProQuest Academic Video Online database

03/10/2022

The CUT Library has launched a new trial access. Read more.

The Main Reading Room opening hours

m 03/10/2022

Please note: the Main Reading Room will be open from 11 am, on **5 Oct.**, 2022.

Renewing materials on loan

16/09/2022

We would like to inform you that due to the return to full-time teaching, we are returning to the standard settings of the Library account from 3 October, 2022. The limit of 5 self-service renewals will be reinstated. Your personal Library account must be valid.

DROGOWSKAZ DLA STUDENTÓW I ROKU

Units and opening hours

- » Opening hours
- » Location
- » Contact
- » Self-service outdoor kiosk

C How to use the library

- » Library registration & user account
- » Internet and remote access.
- » Library without barriers
- » Info about PhD defences
- » Downloadable forms
- » FAO

A Scientist on the Web

- » Systems of author identification
- » Grants and mobility of scientists
- » Scientists and the social networks
- » Analysis of the cooperation system

Collection

- » List of e-resources
- » Textbooks
- » Trial access
- » General and thematic links

Propen Science

- » Open science publications
- » Open research data
- » Open Access educational resources
- » CUT in the OA movement
- » Open publishing programmes
- » Journal Checker Tool

m Publishing and scientific evaluation

- » Publishing selected aspects
- » Bibliometric analyses
- » Predatory publishing
- » Intellectual property



LIBRARY ACCOUNT

You need to REGISTER your ID CARD / Electronic Student Card / at the Library Lending Room.

- You can also create an account remotely after completing the e-learning course "Register to the CUT Library".
- Login is the numer under barcode on student's ID card, e.g. 2040012345.
- the default password is PESEL number,
- account validity: the 30th of November next year.





LOG IN to the CUT Library account

You can browse the catalogue without logging in, BUT if you want to order title or access details on your library loans or to renew items, you must sign into Library account.



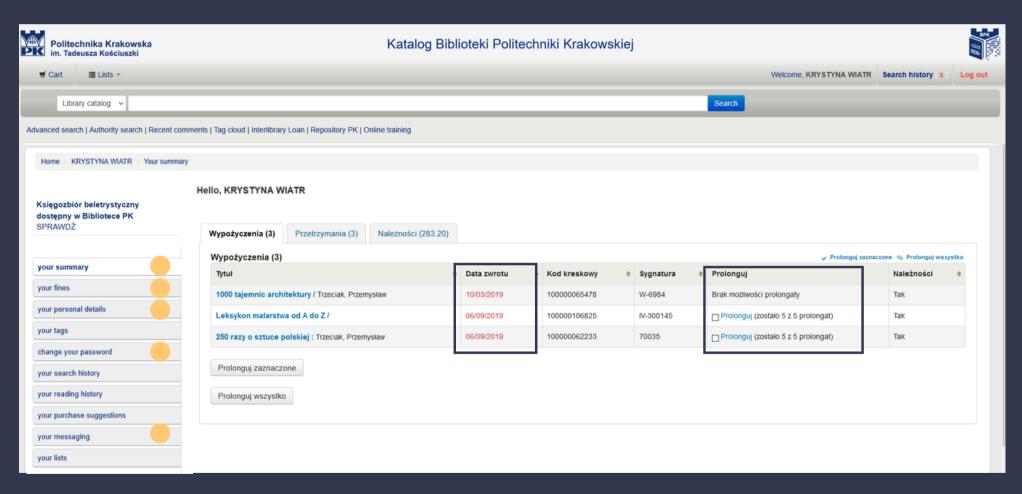


CHECK DETAILS ON YOUR LIBRARY ACCOUNT

- Basic info on the status of your account can be found after logging in in the window on the right.
- Only after clicking on "Library account "or in the "Catalogue" you will get info and access to all the options in your library account.



LIBRARY ACCOUNT



Scroll down for ENGLISH VERSION i





LIBRARY CATALOGUE

After receiving the required readings from the lecturers, check their availability in the Library catalogue.

In the book collection we have textbooks, books, journals, standards, patents that will be useful in the course of studies.

Katalog ▼

Multiwyszukiwarka Katalog Repozytorium PK Publikacje Pracowników PK



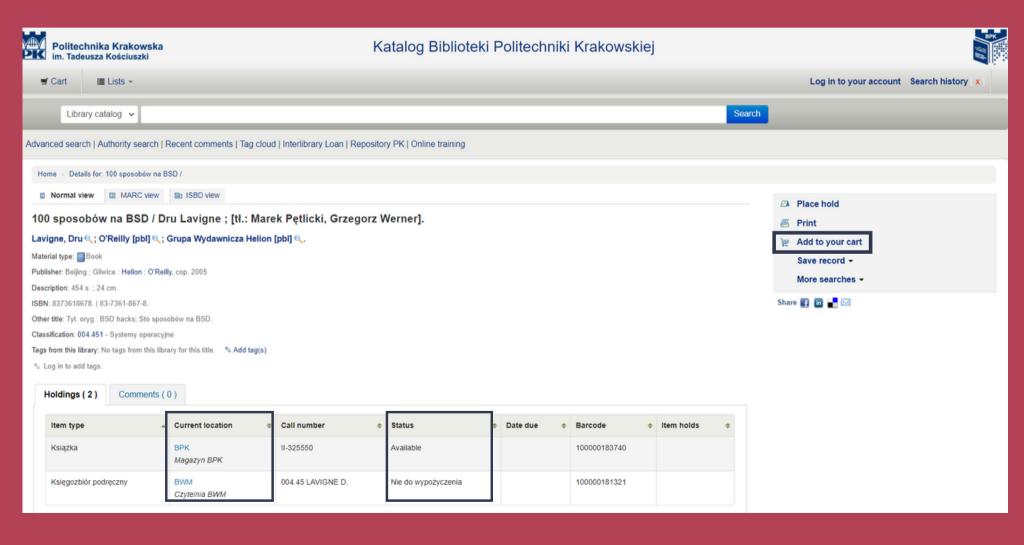
SEARCHING INFORMATION IN THE CATALOGUE

Basic search: after typing a desired title, author's name or phrase in the main CUT Library catalogue window you will get a list of descriptions of bibliographic entries containing that word.

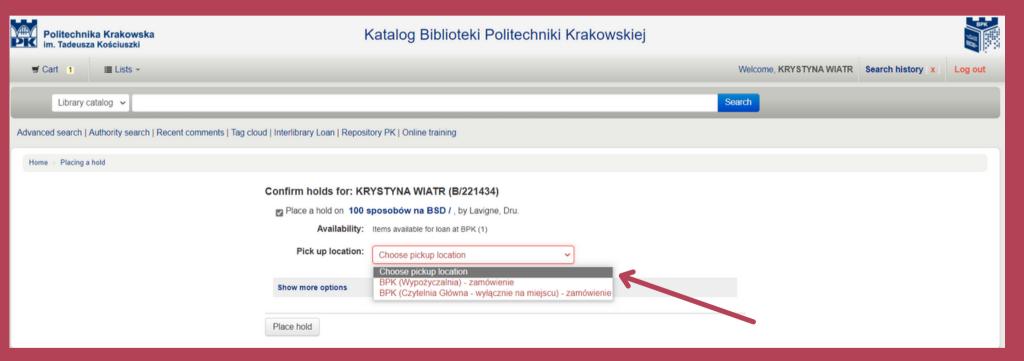
Advanced search: gives you the opportunity to search by a few keywords, narrowing to the document language, indicating the location of the items, and sorting, refine the results in a specific way.

ITEMS AVAILABILITY

Note the availability of copies and their location. If the item has "Available" status, you can order it by clicking the "Order" button.



BORROWING A BOOK



THE ORDERED BOOK IS WAITING AT THE LENDING ROOM FOR 7 DAYS



CHECKOUTS



you may borrow up to 15 items at a time



each title can be borrowed for 60 days

BOOKS MUST BE RETURNED AT THE SAME LENDING ROOM



SELF-SERVICE RENEWAL

times for each title

TITLE RESERVATION





OVERDUE FINES



If you need to pay a fine, please visit Lending Room, 24 Warszawska Street. Payment can be made by cash or credit card.





- it searches both printed and electronic resources,
- the search results links to:
 - CUT Library catalogue (if the item is available in our collection),
 - full text online (if the Library has access to the electronic version),
 - Interlibrary Loans service; it helps to bring in an item from another library.



INTERLIBRARY LOANS

- it brings in materials that are not available at the CUT Library and other libraries in Krakow (Cracow),
- orders can be placed to borrow books and to bring photocopies of articles or excerpts of works from Polish libraries or abroad,
- you must have a valid library account to use its services,
- orders should be placed via the form available on the website.





- THE CUT REPOSITORY

is an institutional digital archive of scientific resources and educational materials and other resources related to the activities of Cracow University of Technology.

Collects:

- materials and provides Open Access to research results and publications whose authors are employees or students of the Cracow University of Technology or published by the CUT,
- digital versions of the CUT Library collection: journal articles, books, chapters or excerpts from books, research findings and scientific reports, theses, conference proceedings and presentations, teaching/learning materials and materials about the CUT units.

www.biblos.pk.edu.pl/en/textbooks



LIST OF TEXTBOOKS

Library in agreement with faculties has prepared lists of textbooks that are recommended for use by students of individual PK faculties.

The manuals are available in print and/or digital versions.

You can find the list on our website.







ACADEMICA

Interlibrary loan system of books, journals and scientific publications.

The Academica textbook database can be used via dedicated computers located in the Main Reading Room, Science Reading Room and Reading Room at the Faculty of Mechanical Engineering Library (BWM).

A prior registration is required.



YOU CAN FIND US ON FACEBOOK, INSTAGRAM AND TWITTER





WIFI ACCESS MAY THE NET BE WITH YOU

You can use the Eduroam wireless network at the Cracow University of Technology.

To use it:

- you need to complete a certificate application form http://cert.pk.edu.pl
- get a certificate,
- set up a network connection.





IT IS WORTH KNOWING MORE

We recommend the Introduction to the Library online course available on the University's Delta e-learning platform.





YOU ARE WELCOME! WE WILL HELP YOU

