

### LIBRARY TRAINING FOR FIRST YEAR STUDENTS 2024/2025

#### 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 The Faculty of Mechanical Engineering Library (BWM), 37 G Jana Pawła II Avenue

Library Front Office Lending Room Main Reading Room Science Reading Room, Serials Reading Room, Information Services Department Self-service outdoor kiosk

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



### Cracow University of Technology Library

Main Building BWM

# 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.

Library Pavilion BWM

# 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.

#### Library Pavilion

# 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.

#### Library Pavilion

# 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.

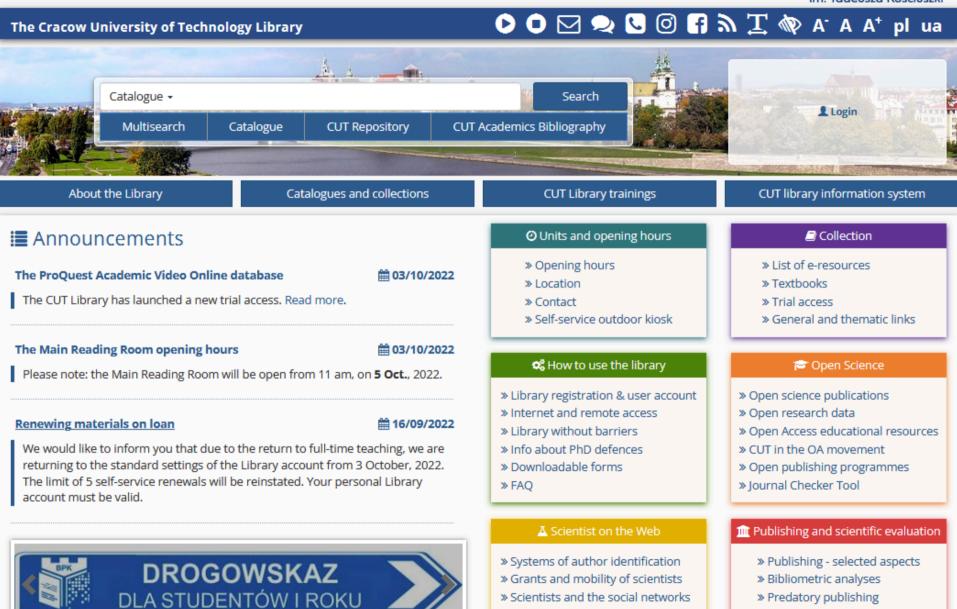


# The first place to see our collection is TO VISIT OUR LIBRARY WEBSITE

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







» Scientists and the social networks

» Analysis of the cooperation system

- » 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.



Politechnika Krakowska im. Tadeusza Kościuszki

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### 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**

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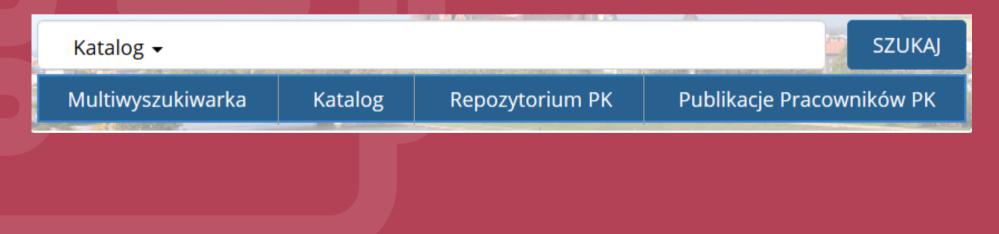
Języki:



# 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.





### 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.

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# **BORROWING A BOOK**

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Place	ace hold						

### THE ORDERED BOOK IS WAITING At the lending room for 7 days



# CHECKOUTS



60

you may borrow up to 15 items at a time



# BOOKS MUST BE RETURNED AT THE SAME LENDING ROOM



# **SELF-SERVICE** RENEWAL



times for each title

### TITLE RESERVATION



without limits





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



# MULTISEARCH EBSCOHOST

- accessible from the main Library website,
- 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 .





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.





# 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 <u>http://cert.pk.edu.pl</u>

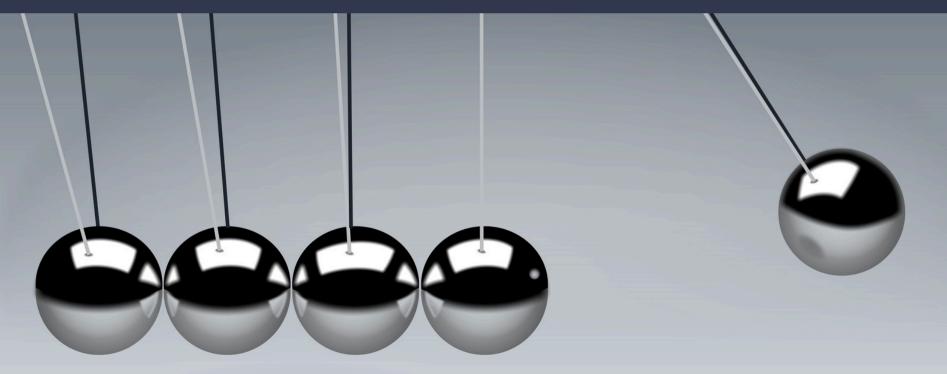
- get a certificate,
- set up a network connection.







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

