



**Erasmus Staff training scheme**  
**19-23.05.2025**

| Day                             | Time           | Place  | Program  | Meeting point  |
|---------------------------------|----------------|--|--|--|
| <b>Monday</b><br><b>19 May</b>  | 9.00-<br>14.00 | Poznan University<br>of Technology<br>Library<br><br>Warta Campus<br><br>Faculty of<br>Management<br>Engineering Library<br>and Faculty of<br>Architecture Library | <ol style="list-style-type: none"><li><b>1. Welcome to participants</b></li><li><b>2. PUT Library tour</b></li><li><b>3. Coffee break</b></li><li><b>4. Circulation Department</b><ul style="list-style-type: none"><li>– description of the day-to-day service of users</li><li>– self-service borrowings</li><li>– group study rooms</li><li>– self-check</li><li>– library collections in closed store</li><li>– Book Drop</li></ul></li><li><b>5. Visiting the Warta campus, including: a visit to the Library of the Faculty of Management Engineering and the Library of the Faculty of Architecture</b></li></ol>   | Technical Library and<br>Lecture Center<br>Piotrowo 2<br>61-138 Poznan |
| <b>Tuesday</b><br><b>20 May</b> | 9.00-<br>14.00 | Poznan University<br>of Technology<br>Library<br><br>Kórnik  | <ol style="list-style-type: none"><li><b>1. Communication and Information Technology Department</b><ul style="list-style-type: none"><li>– short presentation of the Communication and Information Technology Department</li><li>– systems and network services implemented in the PUT Library</li><li>– presentation of the Integrated Library System (ILS) implemented in the PUT Library (including RFID components)</li><li>– digitization services and digital library</li><li>– presentation of the PUT Current Research Information System (CRIS)</li></ul></li><li><b>2. Coffee break</b></li><li><b>3. Sightseeing in Kórnik Castle and Library</b></li></ol> | Technical Library and<br>Lecture Center<br>Piotrowo 2<br>61-138 Poznan |

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| <b>Wednesday</b><br><b>21 May</b> | 10.00-<br>14.00 | Poznan University<br>of Technology<br>Library<br><br>Raczyńscy Library | <ol style="list-style-type: none"> <li><b>1. Reading Room Department</b> <ul style="list-style-type: none"> <li>– description of the day-to-day service of users</li> <li>– description of the course of work; acceptance of purchased books and their further processin in collections, standards and doctoral dissertation</li> <li>– services: order a copy and ask librarian</li> <li>– workstation for readers with disabilities; chillout room</li> <li>– library collections in closed magazine; DUN and Tradition Zone</li> </ul> </li> <li><b>2. Coffee break</b></li> <li><b>3. Visiting the Raczyńscy Library</b></li> </ol> | Technical Library and<br>Lecture Center<br>Piotrowo 2<br>61-138 Poznan |
| <b>Thursday</b><br><b>22 May</b>  | 9.00-<br>14.00  | Poznan University<br>of Technology<br>Library                          | <ol style="list-style-type: none"> <li><b>1. Science Information Department</b> <ul style="list-style-type: none"> <li>– services for PUT's students and employees</li> <li>– e-resources, possibility of using of network services and information resources</li> <li>– doctoral theses</li> <li>– open access</li> <li>– principles of functioning the Scientific Information System, implementation of the CRIS system, current research Information System</li> </ul> </li> <li><b>2. Coffee break</b></li> <li><b>3. International Relations Office</b></li> </ol>   | Technical Library and<br>Lecture Center<br>Piotrowo 2<br>61-138 Poznan |
| <b>Friday</b><br><b>23 May</b>    | 9.00-<br>12.00  | Poznan University of<br>Technology Library                             | <ol style="list-style-type: none"> <li><b>1. Collection Development Department</b> <ul style="list-style-type: none"> <li>– purchase of books and continuous prints</li> <li>– collectings books and journals</li> <li>– cataloging collections</li> </ul> </li> <li><b>2. Short presentations of participants' libraries</b></li> <li><b>3. Good-bye lunch</b></li> </ol>  | Technical Library and<br>Lecture Center                                |