



**Erasmus Staff training scheme**  
**23-27.05.2022 r.**

Day	Time	Place	Program	Meeting point
<b>Monday</b> <b>23 May</b>	9.00- 14.00	Poznan University of Technology Library	<ol style="list-style-type: none"><li><b>Welcome to participants</b><ul style="list-style-type: none"><li>short presentations of participants' libraries</li></ul></li><li>Coffee break</li><li>PUT Library tour</li><li><b>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 and toddler's area</li><li>library collections in closed magazine</li><li>self-issue book return</li></ul></li></ol>	Technical Library and Lecture Center Piotrowo 2 61-138 Poznan
<b>Tuesday</b> <b>24 May</b>	9.00- 14.00	Poznan University of Technology Library	<ol style="list-style-type: none"><li><b>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>Coffee break</li><li><b>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></ul></li></ol>	Technical Library and Lecture Center Piotrowo 2 61-138 Poznan



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			<ul style="list-style-type: none"><li>– presentation of the PUT Current Research Information System (CRIS)</li></ul> <b>4. Integration meeting: PUT Sports Centre – bowling</b>	
<b>Wednesday</b> <b>25 May</b>	9.00- 14.00	Rogalin Kórnik	<b>1. Sightseeing in Palace-Museum in Rogalin and Hendłowska Library</b> <b>2. Coffee break</b> <b>3. Sightseeing in Kórnik Castle and Library</b>	Technical Library and Lecture Center Piotrowo 2 61-138 Poznan
<b>Thursday</b> <b>26 May</b>	9.00- 14.00	Poznan University of Technology Library  Raczyńscy Library	<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> <b>2. Coffee break</b> <b>3. Visiting the Raczyńscy Library</b>	Technical Library and Lecture Center Piotrowo 2 61-138 Poznan
<b>Friday</b> <b>27 May</b>	9.00- 14.00	Poznan University of Technology Library	<b>1. Reading Rooms 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></ul> <b>2. Good-bye lunch</b>	Technical Library and Lecture Center Piotrowo 2 61-138 Poznan