Poznań, October 20, 2020

Research Information and Knowledge Transfer Section
Poznań University Library

MODULE DESCRIPTION (SYLABUS)

Information and data base management

Library and databank research.

1. General information

1. Title of module:
   Information and data base management/ Library and databank research
2. Module code:
   10-LDR
3. Type of module – obligatory or optional:
   obligatory
4. Major (Degree course):
   EUROPEAN LEGAL STUDIES
5. Level of learning (undergraduate or graduate degree, uniform Master's studies):
   UNDERGRADUATE
6. Programme profile (general academic studies/practical)
   General academic studies
7. Types of classes and number of hours (e.g. *15 hours - lecture, 30 hours -classes*):
   Part-time course (extramural):
   15 hours - classes.
8. Year of studies (if applicable)
   First year
9. Number of ECTS points:
   2
10. Module lead: first name, surname, title/degree, e-mail address (of instructor/instructors):
    mgr Tomasz Olszewski, st. kustosz dypl.
11. Language of instruction:
    ENGLISH
12. Couse/subject module for remote learning (e-learning) (yes [partly remote/exclusively remote learning]/no)
    Part-time studies (extramural) – exclusively remote learning, an online format observing COVID-19 safety protocols

2. Detailed information

1. Learning objectives of the course module:

The learning objectives of the course is to make the student acquire web browsing skills and competence appropriate to apply effective and efficient strategies in making searches to obtain specific information from web-based government pages, web pages of EU institutions, international organisations as well as in available research resources; to develop information competencies to prepare for, plan, and successfully undertake a web-based search, synthesis of obtained information, evaluation of the content of resources and to manage knowledge resources using integrated reference managers. Course participants will get to know basic information on legal aspects of copyright issues, the phenomenon of plagiarism, self-plagiarism and non-exclusive CC licences. Participants will learn about new models of research communication, digital platforms of open dissemination of research results in relation to bibliometric, altmetric, communication and bibliographic tools (reference managers).

2. Prerequisites required – general knowledge, skills and social competences (if applicable):
MS Office or Open Office literacy, remote communication skills, including a number of selected MS Office 365 applications. Time management skills.

3. Learning outcomes (LO) for the course module and their references to learning outcomes for the degree course

EU symbol for module/classes/subject	**After completing the module and successful assessment of learning outcomes achievements, students will be able to:**	**LO symbols for degree course/studies**
LDR_01	conduct an effective search using electronic sources of general information: government web pages, web pages of EU institutions, international organisations and sources of research information, in subscription and in open access; effectively use searching strategies in searching for literature (publications) in these fields; use available tools; discern different forms of availability of legal information and research publications – e-journals and e-books on European law and legal issues	E_W12, E_U02
LDR_02	effectively search and collect publications on EU legal matters, form searching input (using appropriate terms), use logical operators (Boole's operators), collect and manage and store literature, use Searching Engine for AMU research resources, library online catalogues and all available services for legal information to verify, validate and synthetise collected publications during a research query. .	E_W12, E_U02
LDR_03	make effective use of the functionality and advantages of reference management software packages, such as Mendeley, Zotero; set up his/her own online account and store and organise data, annotate and insert automatically footnotes and endnotes in MS Word documents and format bibliography, co-author a research query and texts working in a research team	E_U09, E_U10
LDR_04	know and identify bibliometric indicators (impact factors) used in evaluation of research publications, researchers and fields of science; will be aware and confident of the advantages stemming from the use of citation data bases - Web of Science and Scopus	E_W12, E_U02

LDR_05	know how to use open Creative Commons licences; know the rules and practices in open licences for marking works (entries, records, comments in a blog, photos and publications) and will be able to cite items published (disseminated) in open access properly	E_K02, E_K03

4. Learning summary reference. Content references to learning outcomes for the class/subject module

Description of learning contents:	**LO Symbol/symbols for class/subject module**
Searching strategies for information retrieval: public and government web pages, scientific and research publications in open access.	LDR_01
Searching strategies for information retrieval: AMU data bases.	LDR_02
Automatic bibliography and reference/citation creation in one's own document in a word processor of one's own choice using reference management tools.	LDR_03
Bibliometry – bibliometric indicators to evaluate performance of individual researchers, positioning and benchmarking in measuring the quality of a researcher's output in bibliographic/abstract databases: Web of Science, Scopus. ORCID – digital identifier as a source of information on researchers' publications.	LDR_04
Open science – advantages of open access in science, history of the OA movement and the main "roads" in Open Access, Creative Commons non-exclusive licence.	LDR_05

5. Recommended reading

Młodzka-Stybel, A. "Dostęp do dziedzinowych zasobów informacyjnych z wykorzystaniem wyszukiwarki fasetowej." Bezpieczeństwo Pracy: nauka i praktyka 3 (2016): 26-29, doi: 10.5604/01.3001.0010.0436 [retreived 1.04.2020]

Holly Else, How Unpaywall is transforming open science. "Nature" 560, 290-291 (2018) doi: 10.1038/d41586-018-05968-3 Online access: https://www.nature.com/articles/d41586-018-05968-3 [retreived 1.04.2020]

Björk, B. C., Scholarly journal publishing in transition- from restricted to open access, w: "Electronic Markets", 27(2), 2017, p. 101–109, https://doi.org/10.1007/s12525-017-0249- 2, [retreived 1.04.2020].

Brock J., 'Bronze' open access supersedes green and gold, 2018, https://www.natureindex.com/news-blog/bronze-open-access-supersedes-green-and-gold, [retrieved 1.04.2020].

Piwowar H., Priem J., Larivière V., Alperin J. P., Matthias L., Norlander B., Farley A., West J., Haustein S., The state of OA: a large-scale analysis of the prevalence and impact of Open Access articles, "PeerJ" 2018, 6, e4375. https://doi.org/10.7717/peerj.4375, https://peerj.com/articles/4375/ [retreived 1.04.2020].

Re-inventing Academic Publishing: 'Diamond' Open Access Titles That Are Free To Read And Free To Publish , web-native dept, 2013, https://www.techdirt.com/articles/20130121/09203321740/re-inventing-academicpublishing-diamond-open-access-titles-that-are-free-to-read-free-to-publish.shtml [retreived 1.04.2020].

Suber P., Gratis and libre open access, SPARC Open Access Newsletter, issue 124 August 2, 2008, https://dash.harvard.edu/bitstream/handle/1/4322580/suber_oagratis.html?sequence=1&isAllowed=y [retreived: 1.04.2020].

6. Information of the availability of class materials, instructions to lab classes, etc.

Format – remote instructor-led training classes in MS Teams and Office 365. Course lead – a librarian from the University Library. The course is available on the AMU learning platform of University Library. Most of materials are available online or in the resources of AMU University Library.

3. Additional information

1. Methods and format of classes to attain expected EU

Methods and structure/format of classes	✔
Lecture with multimedia presentation for selected issues	x
Seminar	
Problem lecture	x
Discussion	x
Work on text	x
Case study method	
Problem-based learning	
Didactic/simulation game	x
Task/problem solutions (e.g. computation, artistic or practical tasks)	
Practical class method	x
Laboratory class method	
Research method (involves inductive and deductive methods)	
Workshop method	x
Project method	
Presentation and observation	x
Sound and/or video demonstrations	
Activity-based teaching methods (e.g.: brainstorming, SWOT strategic planning analysis, decision tree technique, snowball method and construction of thought maps)	
Work in groups	
Others	
…	

2. Grading criteria for the evaluation of the achievement of the degree of learning outcomes

Methods for evaluation	**EU Symbols for class/subject module**				
	PPG 01	PPG 02	PPG 03	PPG 04	PPG 05
Written exam					
Oral exam					
Exam with open book					
Written test					
Oral test					
Quiz/test	X	X	X	X	X
Project					
Essay					
Report	X	X	X	X	X

Multimedia-based presentation						
Practical exam (hands-on exam)						
Portfolio						

3. Expected total student workload and ECTS points

Form of activity		Average number of hours to achieve activity goals
Class hours with instructor (as indicated in the degree plan)		***Part-time studies/ extramural studies:*** **15 hours of classes**
Student self-study (autonomous work)	Effective class preparation	**15**
	Reading of assigned materials	**10**
	Preparation for written assignments, reports, presentations, demonstrations, etc.	**5**
	Project preparation	
	Term work preparation	
	Exam revision	
	Others	
	…	
TOTAL NUMBER OF HOURS		**30 hours**
CUMULATIVE NUMBER OF ECTS POINTS FOR THE CLASS/SUBJECT MODULE		**2 points**

4. Grading criteria (as used at AMU):

very good (A - bdb; 5,0):

a) **excellent knowledge of databases and sources of information;**
b) **good background for using and collecting publications and effective management of knowledge resources.**

good (B - db; 4,0):

a) **good knowledge of databases and sources of information;**
b) **good background for using and collecting publications and effective management of knowledge resources.**

satisfactory (C -dst; 3,0):

a) **satisfactory knowledge of databases and sources of information;**
b) **satisfactory background for using and collecting publications and effective management of knowledge resources.**

unsatisfactory (D - ndst; 2,0):

a) **unsatisfactory knowledge of databases and sources of information;**
c) **unsatisfactory background for using and collecting publications and effective management of knowledge resources.**