

Library and Information Science program

BA

I SEMESTER

	Courses	Types of classes*	ECTS points
1	Introduction to bibliology Bibliology as a scientific discipline – its definition, scope, origin and evolution. The book as the primary object of bibliological studies. The typology of books. The methodology of research. Sources in bibliological studies. Sub-disciplines of book science. Relations between bibliology, librarianship and information science.	Lec	2
2	Introduction to publishing Book composition and layout. Organization of work in a publishing house. Initiating publishing projects. Editing and proofreading. Cooperation of editorial office with other departments. Prepress, press i postpress. Publishing	Lec, Tut	4
3	The history of book culture The transformations in the way books have been produced, distributed and used in the world and in Poland from antiquity to the 20th century, against a background of the history of culture and social life. The genesis, development and functions of writing. The invention of printing and its consequences. The forms, typology and functions of ancient books. The birth and development of the press. The publishing repertoire. The book trade. The system of control and censorship. The evolution of libraries: the transformations of their types, organization, architecture, book collections and functions. Bibliophily. Reading culture and its transformations.	Lec, Tut	3
4	Library as an institution of culture and information The notion of the library. The library's tasks and social functions. The classification of libraries. The legal basis for the functioning of libraries. The concept and organization of the main library processes: acquiring, cataloguing, classifying, storing, protecting, maintaining and circulating library materials. Planning and designing library buildings and their equipment.	Lec	2
5	Descriptive cataloging Bibliographic and catalogue description. Bibliographic and catalogue description standards. The technique of making bibliographic and catalogue descriptions. The description of different types of documents. The description of special collections. The organization of a formal catalogue.	Tut	3

	Description in the USMARC format.		
6	<p>The theory and organization of bibliography</p> <p>Bibliography as a science and practical activity. Kinds of bibliographic lists. New methods and techniques of bibliography. A historical survey of bibliography in the world and in Poland. The origins, development and current state of bibliography organization.</p>	Lec	1
7	<p>Information sources</p> <p>The typology of information sources. Primary documents: forms and the information content, the importance of unpublished documents; the range of influence of documents, 'grey literature'. Derivative documents: kinds and forms. Direct and indirect, traditional and electronic guides: typology, structure and use.</p>	Tut	3
8	<p>Internet databases</p> <p>The notion of a factual database. The definition of an object, its features and feature values. The mosaic method of collecting factual information. The kinds of factual databases and their functions in information retrieval systems. The availability of factual databases on the Internet. Methods and principles of work using free and commercial on-line databases.</p>	Lab	2
9	<p>Introductory tutorial on research work</p> <p>The principles of intellectual work. The information arsenal of bibliography, library science and scientific information: encyclopaedias, terminological dictionaries, periodicals, guides, bibliographies. General methodology of research work. Research methods and the study of source texts in bibliography, library science and scientific information.</p>	Tut	3
10	<p>Social communication</p> <p>The features and functions of social communication, communication processes in society. The typology of communication means and forms. Mass communication. The ethics of communication. Promotion and advertising. Public relations.</p>	Lec, Tut	4
11	<p>The history of world literature// The history of Polish literature</p> <p>A chronological survey of major literary phenomena within our culture: from the Bible and the literature of ancient Greece and Rome to the 20th century literature. A survey of the major currents in and achievements of Polish literature.</p>	Tut	3

*Lecture (Lec), Tutorial (Tut), Computer Laboratory (Lab)

II SEMESTER

	Courses	Types of classes	ECTS points
1	The history of book culture	Lec	1
2	The history of book culture: The history of the book// The history of libraries and reading – elective courses	Tut	3
3	Descriptive cataloging	Lab	2
4	Classification and indexing: documentary analyses and abstracts Practical classes in describing the content of documents - documentary analyses and abstracts. Subject lists.	Tut	3
5	The theory and organization of bibliography	Lec	2
6	Information sources	Tut	3
7	The classification of writing and indexing language Classifications of scientific disciplines and of literature from the antiquity to modern times and relations between them. The evolution of indexing languages. The characteristics of the main indexing languages and the role they play in knowledge organization systems and in information retrieval.	Lec	1
8	General linguistics Selected problems of the theory of language. The social and cultural functions of languages. World languages and their distribution. The sociology of language and language policy. Grammar and style. The rudiments of lexicography and indexing.	Lec	2
9	Logic An introduction to propositional calculus. The elements of set and relation theory. Boolean algebras. Traditional names logic. Quantification logic. Definitions and defining. Interrogative sentences from the logic point of view. Logic versus conversation.	Lec, Tut	3
10	The history of philosophy A survey of the principal philosophical systems from antiquity to the present time.	Lec	3
11	The history of world literature// The history of Polish literature	Tut	3

12	Elective courses		4
13	Foreign language		0

III SEMESTER

	Courses	Types of classes	ECTS points
1	<p>Library science</p> <p>The library as a social institution. The structure of the library. The classification of libraries. The library network. The functions of libraries and the legal basis for their activities. Building up and completing collections. Storage and conservation. The use of collections. The management and administration of the library. The building of libraries and equipping them. International cooperation. Professional librarian organizations, vocational education. Library economics, library pedagogy, library sociology. The transformations of contemporary libraries and librarianship. Library science: the subject, the scope and directions in research.</p>	Lec	1
2	<p>The classification of writing and indexing language</p>	Lec	2
3	<p>Classification and indexing: the subject-heading catalogue</p> <p>Practical classes in describing the content of documents -the subject catalogue: the language of subject headwords.</p>	Tut	3
4	<p>Collection development // Collection storage and usage</p> <p>The kinds of documents collected in libraries. Auxiliary apparatus for assembling collections. Sources of acquisitions. The inventorying of collections.</p> <p>//Methods of preserving collections. Closed stacks. The causes of the deterioration of collections. The protection and maintenance of collections. Traditional and modern methods of making collections accessible. Ways of assessing the number of readers and the rate of borrowing.</p>	Tut	1
5	<p>The theory and organization of bibliography</p>	Lec	2
6	<p>Bibliographic methodology</p> <p>The principles of compiling bibliographies: making assumptions and establishing criteria for the selection of materials; the composition of a bibliography; the structure of a bibliography and the arrangement of bibliographical items;</p>	Tut	3

	auxiliary apparatus. Publishing and typographic arrangement.		
7	Information sources	Lab	1
8	Database management// Bibliographical data management General information on Access systems. The presentation of sample databases. Creating one's own database.// The use of bibliography managers in scientific communication. Tools used in the management of bibliographical data. Documentation styles. The automatic and manual acquisition of bibliographical data from databases and catalogues. Generating attachment bibliography and bibliographical (foot/end of text) notes.	Lab	2
9	The history of book culture	Lec	2
10	The history of book culture: The history of the book// The history of libraries and reading – elective courses	Tut	3
11	Book typography and graphics Guidelines for making aesthetic and functional publications: script, microtypography, orthotypography and macrotypography. Content, form and function, i.e. total typography in books, magazines, newspapers, ephemeral publications and the Internet. The evaluation of various types of editions (printed and digital) with respect to aesthetic aspects and typographical quality.	Lec	2
12	Elective courses		8
13	Foreign language		0

IV SEMESTER

	Courses	Types of classes	ECTS points
1	Library science	Lec	2
2	Library organization and management The structure of the library. The organization of different types of libraries. Supervising and managing the library. Library staff. Planning and reporting. Standardization.	Lec	1
3	Classification and indexing: UDC	Tut	2

	Practical classes in describing the content of documents - systematic catalogues: their kinds and varieties; classification tables and diagrams, document content notations, the expansion of symbols.		
4	Information science Information theory. The informational model of science. Scientific information as a scientific discipline (the current state in the world and in Poland, the scope of research and methodology, interrelationships with other disciplines). Education in information science. Scientific & information activity: its history in the world and in Poland. The impact of science and technology on the development of information services. International and national information systems. Information retrieval systems.	Lec	1
5	Information heuristics Information heuristics: the origins, history and interpretations of the concept. The significance and modern application of heuristics in science. The phases of the searching-for-information process. Devising searching strategy. The presentation of information found in databases.	Lab	2
6	The history of book culture	Lec	3
7	The history of book culture: The history of the book// The history of libraries and reading – elective courses	Tut	2
8	Reading Reading as a form of social communication. Modern science on reading (lectology). Methods and techniques of reading research. The organization and promotion of reading. Forms of advertising and promoting books. Readers' choices and preferences. Reading public profiling. Special groups of readers.	Lec, Tut	5
9	Web-information architecture: libraries// Web-information architecture: readers	Lab	2
10	Specialist terminology in English Dictionaries and Internet sources as an aid in learning foreign language terminology. Library and librarianship related vocabulary. Umberto Eco's anti-library as a starting point for developing students' own design of an ideal library: preparing a presentation. Terminology used in a discourse about publishing and editing. "Let us open our own publishing house": preparing a presentation. Book related terminology. Press, media and multimedia: basic vocabulary.	Tut	2
11	Elective courses		8
12	Foreign language		0

V SEMESTER

	Courses	Types of classes	ECTS points
1	Information science	Lec	2
2	<p>Information activities of research libraries // Information activities of public libraries</p> <p>The specification of information activity management in research libraries. Traditional and modern information tools and ways of dealing with library patrons. Research libraries' web pages as platforms providing access to their resources and services. The academics' publications database and the academics' publications analysis (bibliometry). The organization of access to public information and open knowledge resources (Open Access). Research libraries' initiatives in digitizing and digital libraries. Information users. Information literacy, e-learning.//</p> <p>The specification of information activity management in public libraries. Traditional and modern information tools and ways of dealing with library patrons. Public libraries' web pages as platforms providing access to their resources and services. The organization of access to public information as well as to information in specific fields (regional, business, legal, medical, etc.). Public libraries' initiatives in digitizing and digital libraries.</p>	Tut	3
3	<p>Classification and indexing: descriptor information-retrieval languages</p> <p>Practical classes in describing the content of documents - information-retrieval languages: the keyword-oriented language, the descriptor language; the thesaurus.</p>	Tut	2
4	<p>Wrocław libraries environment: workshops</p> <p>Selected forms of activity of: Dolnośląska Biblioteka Pedagogiczna, Dolnośląska Biblioteka Publiczna im. Tadeusza Mikulskiego, Miejska Biblioteka Publiczna we Wrocławiu, Biblioteka Główna i Ośrodek Informacji Naukowo-Technicznej Politechniki Wrocławskiej, Biblioteka Główna Uniwersytetu Ekonomicznego, Biblioteka Główna Uniwersytetu Wrocławskiego and others.</p>	Tut	2
5	<p>The integrated library system</p> <p>Introduction to the history of automatisisation and the level of computerisation in Polish libraries. Integrated library systems and module systems – practical skills in operating a particular system.</p>	Lab	2
6	<p>Science of science</p> <p>Science of science (subject, scope, objectives, methods). Scientometrics. The notion of science. Scientific hypotheses and laws. Progress in science. Scientific revolutions. The social functions of science. Research methods in science. The</p>	Lec	2

	languages of science. Scientific terminology. The classification of sciences and scientific literature. The psychology and sociology of science. Science policy. Books and periodicals as tools of scientific communication.		
7	<p>The evolution of scientific communication// The organization of modern science</p> <p>The science of science as a scientific discipline. The evolution of the notion of science. The tasks and functions of science. Scientific discourse. The typology, origin, evolution and function of scientific publications. The criteria for the evaluation of scientific publications. The role played by scholars in scientific communication. Publishing ethics, plagiarism and scientific pathologies. Popularizing knowledge and spreading science. Information and knowledge society.//</p> <p>The science of science as a scientific discipline. The evolution of the notion of science. The tasks and functions of science. The language of science. Scientific discourse. Government and non-government institutions responsible for the development of science and science policy. The origin and evolution of scientific societies. Scientists' communities: science schools, academic community, international scientific corporations. Scientific policy and the ways of subsidising science.</p>	Tut	3
8	Diploma seminar	Tut	3
9	Elective courses		8
10	Professional practice		3

VI SEMESTER

	Courses	Types of classes	ECTS points
1	<p>The evaluation and selection of documents</p> <p>Lecture: The need for the evaluation and selection of documents. Measures and ratings of scientific potential; Peer review versus quantitative measures; the evaluation methods adopted by central government institutions in Poland.</p>	Lec, Tut	4
2	<p>Communication technologies in libraries</p> <p>The image of the librarian. Verbal and non-verbal communication in libraries. The influence of visual communications. The evaluation of a library's image in the context of communication processes.</p>	Tut	1

3	Introduction to cultural studies Definitions of "culture". Basic terms and methodological perspectives employed in discussing and studying culture. Cultural anthropology as a scientific discipline. Man as a creator and a product of culture. Semiotics in the study of cultural meanings. Language and culture. Non-verbal communication. Cultural relativism. National, modern and postmodern identities. Cultures in conflict. Culture, counterculture, subculture, Stereotypes and prejudices as cultural phenomena. Globalisation processes. Modern popular culture. Culture and art.	Lec, Tut	4
4	Literary criticism//Literary audience The essence of literature. The evaluation of a literary work. The essence and structure of literary criticism. The rules and efficacy of the evaluation of various types of literary texts. The specific activities and work of a literary critic. The relationship between a writer and a critic.// The specific way in which a literary work is perceived. Social circulation of literature and institutions of literary life. The way in which a literary work lives. Literary competence. Model reader. The styles of a literary work perception.	Tut	1
5	Elective courses		1
6	Diploma seminar	Tut	6
7	Physical education		1
8	Foreign language		12

Elective courses (please note that the elective courses will be conducted only if the number of applicants is sufficient)

- 1. Advanced options of application programs (text editors) – project**
General rules for editing text and typography. Advanced document formatting. Creating and formatting of tables. Working with pictures. Cooperation with documents of other programs. Using macros.
- 2. Animation in cultural institutions**
The objectives and functions of cultural animation. The role of animation in preparing the environment for making it active and integrated. Cultural animator – personality traits, suitability, behaviour and attitudes. Cultural institutions as a natural environment of animation. The applicability of animation in various environments and to various age groups. Methodology of devising a scenario for activating workshops. Methods used in animating the socio-cultural life of a given region.
- 3. Book designing for beginners**

A course in typography for beginners. Basic rules of publication, designing and of working with the Scribus program.

4. Books versus other mass media

The historical evolution of mass media. A comparison between oral, written, audiovisual and electronic communication. The structure and properties of the book in the context of its media function. The book versus the theatre, the film, the radio and the television – coexistence and competition. Prospects for book culture. Electronic books.

5. Children's and adolescence's books in library practice

The significance of the book and reading interests at successive stages of the child's and teenager's development. Counseling and literary criticism with respect to children's books. Guidelines for the selection of valuable books for the young. The role played by the library and reading with respect to the youngest patrons. Ways of working with children and teenage library users.

6. Creative writing

Literature and literary life after 1989. Basic information on the analysis and interpretation of literary works. Workshops in literary criticism, prose, poetry, paraliterature. The theory of the creative process. Basic writing techniques. The conscious choice of literary style. Rules for publishing literature and paraliterature.

7. Culture of Great Britain and Ireland

The isles of Great Britain and Ireland: nations, states and their symbols. The most important events in the history of Great Britain and Ireland: their consequences in terms of ethnic divisions and their influence on the isles' culture. Irish monasticism and the Book of Kells. Print culture and its Irish character in particular. Languages in Great Britain and Ireland. Institutions and everyday life: is the Church important? Traditional vs multicultural: inhabitants' identities. Examples of literature: Celtic mythologies, heroic sagas, Beowulf, Geoffrey Chaucer's Canterbury Tales, James Joyce's Dubliners, Zadie Smith's White Teeth.

8. Effective study techniques

Types of intelligence and of the styles of learning. Methods of concentrating, notes taking, memorizing, exam taking and managing one's own time.

9. Ethics and etiquette in language communication

Linguistic etiquette: politeness forms, addressative forms, politeness strategies in discussions, formality vs. informality in verbal communication. Principles of etiquette. The role of linguistic politeness behaviour in cross-cultural communication. Linguistic communication etiquette: persuasion and manipulation, honest and dishonest strategies in discussions, arguing and persuading; language in the service of ideology, advertising, politics; friendliness and aggression in linguistic communication, verbal violence.

10. Language in culture, culture in language

Cultural linguistics: theoretical assumptions. Language as an element of culture. Sapir-Whorf hypothesis: language as a tool of thinking; a stable model of world perception. Language as a reflection of culture: the linguistic world picture, connotations and stereotypes, evaluation in language, linguistic conceptualization of emotions. Gender linguistics. Language of subcultures. Language taboo. Issues of cross-cultural communication.

11. Text editing

The concept of the text and its unity. Text composition and segmentation. Text communicativeness: the text's language and style and its purpose and receiver;

the text's language and the type of publication. Editing scientific publications. Information resources in working on the linguistic correctness of a text. Selected issues of correctness.

12. Specialist terminology in English

Dictionaries and Internet sources as an aid in learning foreign language terminology. Library and librarianship related vocabulary. Umberto Eco's anti-library as a starting point for developing students' own design of an ideal library: preparing a presentation. Terminology used in a discourse about publishing and editing. "Let us open our own publishing house": preparing a presentation. Book related terminology. Press, media and multimedia: basic vocabulary.

13. The creation of Access databases

Definitions of tables. Forms. Search queries. Reports. Macroinstructions.

14. The history of mass media

Mass communication – definitions, features, functions; the influence of political, social, economical and cultural conditions on the system of mass communication; technical progress and its influence on the development of mass media; conditions for the development of a mass communication system in Poland.

15. Virtual visits to cultural institutions in English-speaking countries

Definition of a "cultural institution". Searching for homepages of libraries and other cultural institutions in English-speaking countries. Working in groups: students deciding which of the cultural institutions they would like to visit and checking in full what it has to offer. Preparing a multimedia presentation of a chosen cultural institution. Compilation of a dictionary of cultural institution related terms as used in the course.