



**Article:** A piece of writing that is published with others, in a newspaper, magazine or journal

**AskAway:** Free online library research help and support via chat.

**ASRS:** Automated Storage and Retrieval System (ASRS) is a robotic storage facility located in the Irving K. Barber Learning Centre.

**Bibliography:** A section of a written work that lists citations to all the books, journals, webpages, etc., referenced in the work

**Boolean operators:** Words used to combine, expand or exclude keywords in a search, They are: AND, OR, NOT

**Broaden / expand (a search):** To increase the number of search results.

**Catalogue:** The Library Catalogue is a database of books, journals, videos, and other resources found in the library.

**Call number:** Usually found on the spine, it is an alphanumeric number to indicate where a print book can be found in the library stacks (like an address). The call number represents what the book is about so related books will be shelved nearby. (Modified from <https://www.lib.sfu.ca/find/what-call-number>)

**Circulation desk / Information desk:** The main desk in a library where patrons can borrow books and get assistance with other library services from library staff.

**Citation:** A reference to an information source such as a book or article that a person has read and discussed in their own written work. A citation gives credit to the original author.

**Citation management tools:** Help researchers to keep track of their readings, citations and bibliography.

**Course reserve:** articles, books, videos, websites chosen by your course instructor. EResources are uploaded to Canvas and non-electronic resources are available at the Library.

**Database (Library):** A searchable online tool of publications or multimedia resources. It may include the publication's full text or only the citation and abstract. Databases can be discipline-specific or cover all subjects.

**Document Delivery (DocDel):** A service that retrieves UBC Library materials. Delivery between campuses is free for current UBC students, faculty and staff.

**e-book:** An electronic book that can be read using a device such as a computer, cell phone or e-book reader (e.g. a Kobo or Kindle)

**e.g.:** From the Latin phrase *exempli gratia*, it means "for example"





**eResources:** Electronic information materials that are available online.

**EZProxy:** EZproxy is an authentication system to permit authorized UBC users to access electronic resources.

**Faculty:** The academic staff at universities and colleges who conduct research and instruction, such as professors, instructors and librarians

**Filters:** A tool for narrowing search results, using criteria such as publication date, publication type, and language. Many databases include filters.

**Formatted:** The way citation information is organized in a document (e.g. APA, Chicago, Vancouver citation styles)

**Grey Literature:** Documents produced by government, academic, business or organizations "where publishing is not the primary activity of the producing body." (Taken from <http://www.greynet.org/greynethome/aboutgreynet.html>)

**i.e.:** From the Latin phrase *id est*, it means "that is"

**Index:** Similar to a library database but contains only records to information sources, not the information source themselves.

**Index (book):** A list of subjects and page numbers for finding information on a specific topic. It is usually located at the end of a book.

**Information Source:** A book, article, person, thing, or place that informs a person about something or provides knowledge about it. (Modified from [https://en.wikipedia.org/wiki/Information\\_source](https://en.wikipedia.org/wiki/Information_source) )

**Interlibrary Loan (ILL):** A library service for borrowing documents from libraries around the world. Free for current students, faculty and staff.

**Journal:** Scholarly magazine. A collection of articles published by an academic organization or commercial publisher.

**Keyword:** A significant word used when searching for information.

**Open Access:** "Alternative academic publishing model in which research outputs (including peer-reviewed academic journal articles, theses, book chapters, and monographs) are made freely available to the general public." (Taken from <https://scholcomm.ubc.ca/open-access/> )

**PARC:** Library Preservation and Archives (PARC) is a modular storage facility that accommodates low-circulation items from the UBC Library's collections. (Modified from <https://about.library.ubc.ca/policies/changes/libraryparc/> )

**Patrons (Libraries):** People who use library services.





**Peer review process:** The process by which a work (e.g. article, book) is evaluated by other experts in the field prior to publication (modified from <https://www.oed.com/view/Entry/139736?rskey=YfF4ed&result=1&isAdvanced=false> ).

**Phrase search:** A search strategy that uses quotations to combine two or more words in that exact order, e.g. “climate change”.

**Plagiarism:** The act of using another person’s words or ideas without giving credit to that person: the act of plagiarizing something.

**Print book:** A physical, paper printed book that you can hold and read.

**Recall (UBC Libraries):** To join the waitlist for a book.

**Reference materials / sources:** Provide background information on a topic.

**Research / subject guide:** A great place to start a search. Usually contains useful links to selected databases, indexes, journals, books, encyclopaedias, conferences.

**Scholarly:** Research materials that are written by experts for an academic audience.

**Stacks:** Book shelves e.g. Woodward Stacks are the book shelves on the 2nd and 3rd floors of Woodward Library, where you can go and pick up the book you need.

**Summon:** UBC Library’s general search engine. Use it to find articles, print and e-books, theses and more.

**Syllabus:** “A document that outlines everything that will be covered in a class” (taken from <https://www.vocabulary.com/dictionary/syllabus> ) or course. Instructors usually upload them to Canvas.

**Theses and Dissertations:** Final academic work created as part of the master or PhD requirement. Contain extensive bibliography that can be a good starting point for a literature review.

**Truncation:** Research technique you can use to expand your search results. Type the stem of the word followed by a truncation symbol. E.g. garden\* will find garden, gardens, gardening.

**UBC e-link:** Click on this button to search for and access full text.

