This worksheet is designed to be completed after the Basic Library Skills Tutorial.  
http://guides.library.ubc.ca/library_tutorial

Instructions for Using this Worksheet

1. Complete the Five Modules of the Basic Library Skills Tutorial.

2. Complete the questions on the second page of this worksheet.

3. Identify the appropriate UBC branch library for your topic and bring this worksheet to the ‘Reference/Research Help Desk’. If you are unsure of which branch to go to, browse UBC Library branches here: http://hours.library.ubc.ca
   
   Please note: ‘Reference Hours’ will be different from the ‘Today’s Hours’ as shown below

   ![Woodward Library Hours](http://woodward.library.ubc.ca)

4. Review your completed worksheet with the person at the Reference/Research Help Desk to receive feedback on your responses. Ask them for tips on searching databases and more!

5. If this worksheet has been assigned for a course, have the person at the Reference/Research Help Desk fill out the box below and return it to your instructor.

   UBC Library Branch:
   
   __________________________________________________________

   Reference Help Desk Signature:
   
   __________________________________________________________
1. Select your Topic

Think of a topic you are interested in exploring. Narrow your topic by asking a specific question or by developing a specific hypothesis.

Topic: _____________________________________________________________________________

Question/Hypothesis: ________________________________________________________________________________________________

2. Identify Keywords

Identify two or three keywords to use in your search for resources. Keywords are important words/ideas/concepts found in your research question or hypothesis.

i.) ________________________  ii.)  __________________________  iii.)  ______________________

3. Search UBC Library’s Summon database

Go to the Library’s homepage and type your keywords into the main (Summon) search box. Review the results and find one resource for your paper. Write down the title, author and date of this resource:

_____________________________________________________________________

4. Expand your Search

Go to the UBC Library Research Guides portal <guides.library.ubc.ca> and locate an appropriate subject guide for your topic. The guides are created by subject librarians to recommend the best resources/databases. Write down the name of one database that the guide recommends:

_____________________________________________________________________

5. Advanced Searching

Most databases provide advanced search options. To use the advanced search think of different ways to describe your topic using synonyms or larger concepts.

Keyword 1: _______________________  Synonyms: ______________________

Keyword 2: _______________________  Synonyms: ______________________

Run an advanced search in the database identified above. e.g. (Keyword1 OR synonym) AND (Keyword2 OR synonym)

6. Limit your Results

If your advanced search retrieves too many results, try using the various limits/filters provided in the database such as: date, language, peer-review, subject, format.

7. Check in with UBC Library

Identify the subject appropriate UBC branch library for your topic and bring this worksheet to the ‘Reference/Research Help Desk’ for review. Ask them for tips on searching databases and more!

If this worksheet is for a class ask for a signature on page 1.