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

Instructions for Using this Worksheet

1. Complete the Five Modules of the 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](https://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>. Look for a discipline related to your topic (e.g., Click “Sociology” for a guide to Sociology-related resources). The guides are created by subject librarians to recommend the best resources/databases. Databases are often listed in the “Key Resources” at the top of the guide. 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: ____________________________________

   Use the ‘advanced search’ option in your database from in step 4, fill in your search with step 5 answers. 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.