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.

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](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/](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/](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.