

# ACCESSING UBC LIBRARY INFORMATION: KEY STEPS

There is a tremendous wealth of information and knowledge available through the UBC Library system. If you are not a student, it can be harder to find what you are looking because the library system is set-up with students and academic researchers in mind.

This tip sheet will walk you through three key steps that are important to navigating the UBC Library System:

**STEP 1:** Describing what information/knowledge you are looking for in a way that helps you know where in the UBC Library System to look;

**STEP 2:** Understanding where to go to find this information and in what format do you need it in; and,

**STEP 3:** Knowing what kind of access you can get to what is available if you do not have an official connection with the University (e.g. staff, student or alumni).

## STEP 1: WHAT INFORMATION ARE YOU LOOKING FOR?

### STEP 1A: Answer these questions to start.

1. What do you want to know? What subject or disciplines does your topic fall within? Brainstorm key terms, geographic scope, are you looking for current information or historical or....?
2. Why do you want to know it?
3. How will it help? Why is important?
4. Where and how could you collect that information? What formats do you prefer (print or electronic)? Are you able to come to UBC campus to use library computers to do your research?
5. Who is responsible for doing this research and is anyone affiliated with UBC assisting you (e.g. students or partners)?

**Write down your answers to the above questions by completing the following sentences:**

1. I want to learn about ...
2. Because I want to find out ...
3. In order to understand ...
4. My intended outcome of this research is ...
5. My timeline for doing this research is ...

### STEP 1B: Try turning your curiosity into a research question.

For students trying to access information from the libraries, developing a research question is one of the best ways to narrow down the possible faculties or disciplines you should explore first for the information and knowledge you are looking for.

We recommend viewing this online tutorial aimed at students and try your hand at framing your own reference question: [youtu.be/dGdfnc7VBN4?list=PL6F68B2A91B92697E](https://youtu.be/dGdfnc7VBN4?list=PL6F68B2A91B92697E)

## STEP 2: WHERE DO I FIND WHAT I'M LOOKING FOR?

Information and resources within the UBC Library System are organized by faculties and/or areas of study – whether its journals and databases you can search online or the physical library branches themselves. Spending time with Step 1 will have given you some insight into where to begin your search.

### STEP 2A: Start virtually.

The UBC Library catalogue is a good start. By looking there first, you may find materials such as books, journals, and also open educational resources (such as government and policy papers, digitized photos, etc). Here are a few places to start your searching:

#### Search the UBC Library System using Summon, the online search tool:

- Search at [library.ubc.ca](https://library.ubc.ca)
- Useful tips for using Summon can be found at [youtu.be/HShUYoiGPE8](https://youtu.be/HShUYoiGPE8)

#### Explore the various databases in the system:

- Search at [resources.library.ubc.ca](https://resources.library.ubc.ca)
- Tip: watch for resources that are open to “...users in the library”

#### Discover useful information with subject-specific research guides:

- Search at [guides.library.ubc.ca](https://guides.library.ubc.ca)
- Useful tips on using these guides can be found at [youtu.be/JB3DDtWI6Bo](https://youtu.be/JB3DDtWI6Bo)

#### The Irving K. Barber Learning Centre and UBC Library have selected a list of open access resources that are freely available.

- Explore these resources at [ikebarberlearningcentre.ubc.ca/programs/open](https://ikebarberlearningcentre.ubc.ca/programs/open)

### STEP 2B: Seek in-person Library help.

A reference librarian is a great resource as well. Sometimes it's just helpful to reach out for some guidance and assistance. It's important to know what library branch to reach out to.

- This online tutorial ([youtu.be/ynzv31TcOn0](https://youtu.be/ynzv31TcOn0)) is framed for students on how to plan their library research and gives some good insights on how to communicate with a librarian
- Here is a link to maps and hours for the branches: [hours.library.ubc.ca](https://hours.library.ubc.ca)
- On the next page is a table that outlines each UBC library branch, their focus/discipline area, as well as their contact information:

Library Branch	Phone Contact	Subject Area of Specialty
Asian Library	(604) 822-2427	Asian languages resources (Chinese, Japanese, Korean, Indic languages, Indonesian and Persian)
Biomedical Branch Library	(604) 875-4505	Medicine
David Lam Management Research Library and Canaccord Learning Commons	(604) 822-9400	Business and Management
Education Library	(604) 822-3767	Education
Chapman Learning Commons, Irving K. Barber Learning Centre	(604) 827-3909	Tutoring, Writing Support, Peer Academic Coaching, Technical assistance
Music, Art and Architecture Library, Irving K. Barber Learning Centre	(604) 822-3943	Music, Art, Architecture & Landscape Architecture, Community & Regional Planning
Rare Books and Special Collections, Irving K. Barber Learning Centre	(604) 822-2521	Rare Books, Chung Collection Exhibition, Historical Maps & Photographs
University Archives, Irving K. Barber Learning Centre	(604) 822-5877	University Documents, Photographs & Historical Materials, Records Management
Koerner Library	(604) 822-2725	Humanities & Social Sciences   Government Publications & Data Services, Maps, GIS Lab, Research Commons, Scholarly Communications and Copyright, cIRcle (UBC's Institutional Repository)
Law Library	(604) 822-2275	Law
Okanagan Library	(250) 807-9107	UBC's Okanagan campus in Kelowna
Woodward Library	(604) 822-2883	Engineering, Forestry, Health & Medicine, Land and Food Systems, Science
Xwi7xwa Library	(604) 822-8738	Aboriginal, Indigenous scholarship

## STEP 3: HOW DO I GET ACCESS TO UBC LIBRARY RESOURCES?

The UBC Library offers basic reference assistance (Step 2B), access to online resources (Step 2A), and collections use and study are available to everyone in the UBC library branches, free of charge.

If you want to borrow books, you might want to purchase a **Community Borrower Card**.

Card Types	Fees
<b>Community Borrower Cards</b> - For individual members of the public, non-transferable  <i>Learn more:</i> <a href="http://services.library.ubc.ca/user-guides/community-users-visitors/">http://services.library.ubc.ca/user-guides/community-users-visitors/</a>	12 months from date of issue ..... \$120 4 months from date of issue ..... \$40 Senior's rate for those aged 65 over ..... \$40 (per year)
<b>Institutional Borrower Cards</b> - For businesses, corporations, and government departments  <i>Learn more:</i> <a href="http://services.library.ubc.ca/borrowing-services/library-cards/unaffiliated/">http://services.library.ubc.ca/borrowing-services/library-cards/unaffiliated/</a>	Initial card ..... \$250 Each additional card ..... \$25
<b>A-Card for UBC Alumni</b> - Provides same privileges as community borrower card, as well as remote access to Academic Search and Business Source Alumni version  <i>Learn more:</i> <a href="http://about.library.ubc.ca/2014/05/27/alumni-resources/">http://about.library.ubc.ca/2014/05/27/alumni-resources/</a>	A-Card ..... Free  <i>Note: Authentication at Koerner Library (in Vancouver) or at the UBC Okanagan campus is required.</i>

## What Resources & Services are available to those not affiliated with UBC?

- Basic reference assistance, access to online resources, and collections use and study are available to everyone in the libraries free of charge
- Remote access to most online resources is restricted by license agreements to current UBC students, faculty, and staff only. For restrictions on specific databases, check online resource access restrictions
- Most books can be borrowed for 2 weeks and renewed if not requested by other borrowers
- Certain materials cannot be borrowed including course reserve items, journals, reference books, and videos subject to licensing restrictions
- Interlibrary loans and Document Delivery requests are available as fee-based library services
- The maximum number of items on loan at one time is 50
- Fines are charged on all overdue loans

## Where can I apply?

Apply at the circulation desks of Walter C. Koerner Library (604-822-2406)

- Remember to present one piece of government issued photo ID (BC Driver's License or BCID preferred) and proof of a local address (e.g., bank statement, utility bill, or automobile registration)

## MORE INFORMATION

This tip sheet along with additional links and resources is available at:

<https://facultystaff.students.ubc.ca/student-development-services/resources-community-partners>



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Library



library.ubc.ca