CMNS 3240 Library Resources

Julia Wells October 2025



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Scan to get help from Julia!

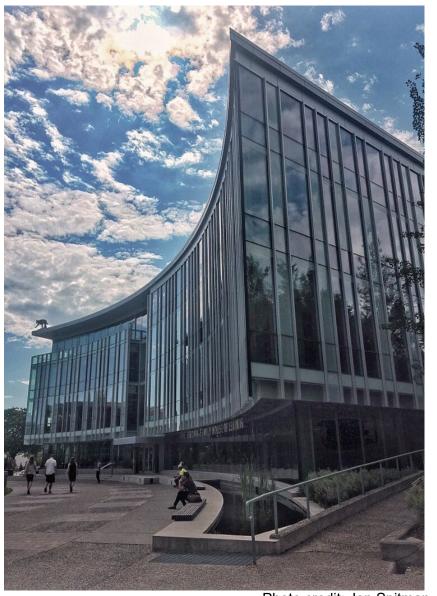


Photo credit: Jen Spitman

Library Branches:

- House of Learning
- Law
- Williams Lake
- Online!

House of Learning

Study spaces
Books (yes, we still have those!)
Laptops
Textbooks
Makerspace

FORMATS OF INFORMATION

Books

eBooks

Magazines

Newspaper articles

Government documents

Case studies

Trade publications

Journal articles

Websites

Videos

Statistics

Industry reports

And so on.....

Agenda

- 1. Refining topic & developing search strategy
- 2. Citation
- 3. Selecting search tools
- 4. Discover vs. specific databases
- 5. Quick bites of Business databases
- 6. Get help!

Refining your topic

What?

 General topic, or an aspect/specific issue within that topic (ex. rather than just flexible work: flexible work and employee retention)

Who?

 Groups? (ex. older adults, teenagers, men, women, non-binary people, university students, new immigrants, healthcare workers, shift workers)

When?

Time period? (ex. last 5 years, 10 years, 1990s, etc.)

Where?

Specific place? (ex. country, province, or city. Or perhaps in different places
e.g. assisted living homes. Note: the smaller the geographical area, the
narrower the focus, and perhaps the fewer resources found. Could be an
institution or business)

Why?

 Different perspectives? (ex. cause/effect, contemporary/historical, groups/individuals, gender differences)

Refining your topic

Building/refining my topic:

What? Flexible work and employee retention

Who? Healthcare workers/shift workers

When? Last 2 years

Where? Long-term care homes

Why? Are work schedules to blame for high employee turnover in long-term care homes?

My topic

Do flexible work schedules contribute to shift-workers' retention in long-term care homes?

Wait! Make a Plan!

Choosing keywords

Step #1:

What are the relevant words in your topic statement?

Wait! Make a Plan!

Choosing keywords

Step #2:

Find synonyms, related terms/phrases, alternate spellings

- Textbooks, subject-specific dictionaries or encyclopedias
- Wikipedia
- Subject terms used in relevant articles

Boolean terms (capitalize these terms)

AND

Focus or "narrow" your search by joining your keywords with the word **"and."** When you use "and", you are telling the computer that both terms MUST be in every item found.

Ex. "Flexible work" AND "shift worker" AND retention AND "long-term care home"

Boolean terms (capitalize these terms)

OR

Broaden your search to include any synonyms or related terms for your keywords. When you use "or" you are telling the computer to show items that have EITHER term. Ex.

"Flexible work" OR hybrid

"shift worker" OR "health-care worker"

retention OR turnover

"long-term care home" OR "assisted living"

Truncation



The most used truncation symbol is an asterisk (*). Use this symbol at the end of the root of a word in order to retrieve all variations of that word.

Ex. **comput*** to find the words computer, computers, computing, computation

Note: Google Scholar doesn't support truncation

Phrase searching

("")

Use quotation marks to find those words next to each other in the results.

"Flexible work" OR "assisted living"

Why do we cite?

- √ To give credit
- To show that you've done your research
- √ To strengthen your argument
- To allow your reader to find the source

What do we need to cite?

Direct quotations

Mona Lisa

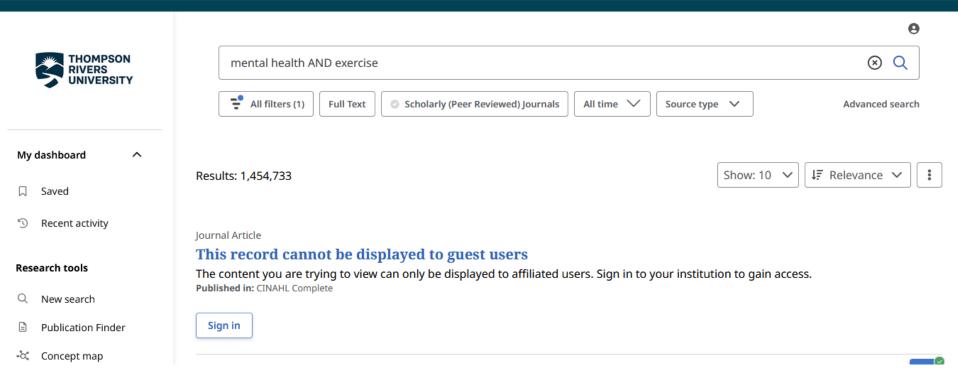
- Paraphrasing/summarizing
- Statistics, data, diagrams, images
- Social media
- Youtube videos

What don't we need to cite?

- Lived experiences
- Own experiment results
- Own artwork
- Own thoughts & conclusions
- Common knowledge/accepted facts



Welcome, Guest. Sign into access full Text



Business Databases

TRU Business Research Guide

suggestions for best databases, websites, industry info



Business Source Complete

journals, magazines, and trade publications

Statista (Note: must go through TRU Library for full access)

industry reports, infographics, and consumer research

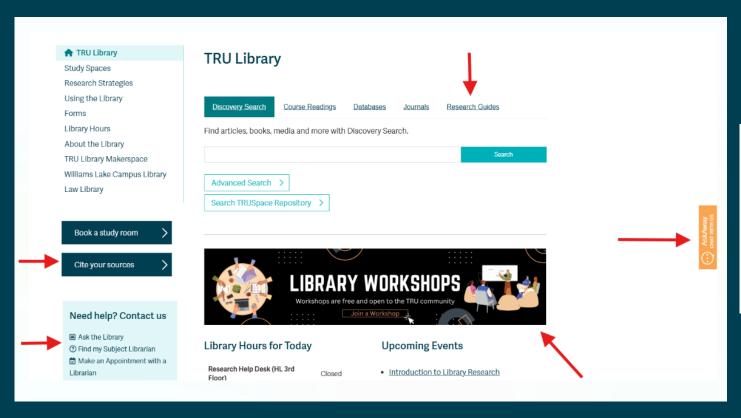
IBISWorld (Note: must go through TRU Library for full access)

provides trusted industry research on thousands of industries worldwide

NexisUni (Note: must go through TRU Library for full access)

business, legal and news sources

Need help?





Julia Wells



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