

# Support for Teaching and Research at the Library

If you are a postdoctoral fellow, the Polytechnique Library can assist you in your projects. This document presents the services available to you. **If you have any questions about the topics covered in this document, contact [biblio@polymtl.ca](mailto:biblio@polymtl.ca).**

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## Access and Information Searching

### ➤ Off-Campus Access to the Library Electronic Resources

It is essential to configure your computer or browser to go through [the Library proxy server](#) when you are not on campus. The proxy gives you access to e-resources reserved for the Polytechnique community.

### ➤ Become Familiar With Information Sources in Your Field

The [guides by subject](#) provide quick access to resources, in electronic and print formats, covering all fields of engineering. For each field, the guides put forward encyclopedias, books, websites, recommended databases, etc. Several guides on topics of general interest are also available, such as searching for articles, open access, and plagiarism. If you have any suggestions or questions about the guides, do not hesitate to contact the person in charge of the guide.

### ➤ Find Documents

The Sofia discovery tool is shared by all Quebec university libraries. The quick and [advanced search](#) modes allow users to search for books and articles. By default, the search engine will only retrieve documents to which the Polytechnique Library provides access. However, from the list of results, it is possible to check a box in the left-hand panel to extend the search to documents held by other Quebec universities.

Searching for scientific articles in Sofia is useful for finding out whether specific articles are available via the Library subscriptions. However, to conduct an efficient and targeted article search on a given topic, **the Library recommends interrogating several [scientific databases](#)** covering various fields of engineering. For more information on searching for scientific articles, see the [Finding Scientific Articles](#) guide as well as [our videos](#) on how to perform a search strategy in Compendex.

### ➤ Borrow from Other Libraries (Interlibrary Loan ILL)

The Library can request materials from other libraries through ILL. See the [Interlibrary Loans](#) guide for information on how to use this service.

You can also make a purchase suggestion by filling in [this form](#) or suggest a subscription to a journal by writing to [Christine Chahal](#), Principal Advisor, Collection Development.

## Research Dissemination

### ➤ Deposit Publications in Polypublie

Would you like to make your publications available in [open access](#)? This will allow you to comply with the requirements of the [Tri-Agency Open Access Policy on Publications](#) and the [Open Access Policy for the Dissemination of Research of the Fonds de recherche du Québec](#) (FRQ).

[PolyPublie](#) is Polytechnique Montréal's institutional repository. Other than theses and dissertations, it can host scientific articles, conference papers, reports, books and book chapters produced during your research activities at Polytechnique.

To deposit an article of which you are an author, first you should discuss with your co-authors, and then send us the postprint (the final manuscript of your peer-reviewed article without the editor's formatting). To do this, click the [orange button](#) on the [Research Dissemination Service](#) (RDS) web page (recommended) or write to [biblio.profs@polymtl.ca](mailto:biblio.profs@polymtl.ca).

The RDS, composed of librarians and technicians, will check the publisher's archiving policies for you and deposit your documents in PolyPublie.



### ➤ Journals by Department Guide

The [Journals by Department](#) guide lists the **top journals** in which professors in each department have published during the last 5 years. It also includes the **impact factor** of the journals from the Journal Citation Reports, a database available via our [A-Z list](#).

The colour-code scheme allows you to quickly distinguish whether a journal supports free open access (green) or fee-based open access (orange) to comply with the Open Access Policy of the major Canadian granting agencies, such as the [NSERC](#). This guide can help you choose a journal to submit your articles. The list is updated annually in the fall.

## Citation and Plagiarism

### ➤ Plagiarism and Copyright

The guide [Citing Your Sources/Avoiding Plagiarism](#) contains essential information for all members of the Polytechnique community.

### ➤ Cite Documents

At Polytechnique, two citation styles, APA and IEEE, are recommended for students' assignments. The [APA and IEEE Citation Guide](#) contains clear examples of references. To check which style is required by a journal you would like to publish in, consult the "Guide for Authors" on its website.

### ➤ Use Bibliographic Management Software

Bibliographic management software allows you to manage your references, import references directly from databases and automatically generate bibliographies and reference lists according to different styles. [EndNote](#) is free for the Polytechnique community, whereas [BibTeX](#) and [Zotero](#) are open-source software. The Library offers support and workshops for all three of them. See the [Library Activity Calendar](#) for all workshops dates.

## Other Services

### ➤ Video Tutorials

The Library has created video tutorials on various topics: database searching, Sofia discovery tool, EndNote, Open Access, and more. They are available on the [Library YouTube channel](#).

### ➤ Statistical Data

The Library can assist you in locating and obtaining various statistical data, including data from Statistics Canada surveys that are not available on their public website. For general information on this subject, consult the [Statistics](#) guide.

### ➤ Geospatial Data

The Library has access to geospatial data that can be used for research and teaching activities. If you need to obtain geospatial data, consult the [Maps and Geospatial Data](#) guide. This guide also contains information on Geoindex, an inter-university platform for viewing and sharing geospatial data available to the Polytechnique community. The Library also offers support for the QGIS software.

## Teaching

This section is intended for postdoctoral fellows with a teaching load (lecturer, instructor, etc.).

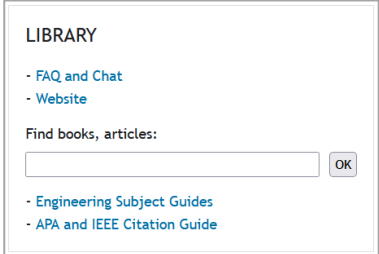
### ➤ Course Reserves

You can have materials particularly useful to your course set aside at any time during the year by using [this form](#). These materials will be placed behind the Library Circulation Desk in the [Reserve](#) section. All students in your course will be able to consult these documents inside the Library for four hours at a time. This way, a student cannot monopolize a book for an entire semester. For a list of documents on reserve, consult the [Course Reserves](#) in the Sofia discovery tool.

### ➤ Add Links to the Library Resources in Your Moodle Site

In all Moodle sites, a search box (as shown here) is present in the right-hand column. This box allows searching directly in the Library collection.

In your Moodle sites, you can add links to certain Library guides. In Edit mode, click on "Add an activity or resource", then choose "URL" and paste the link to your chosen guide there.



The screenshot shows a Moodle search box titled "LIBRARY". It contains a search input field with the placeholder text "Find books, articles:" and an "OK" button. Below the search box, there are two links: "- Engineering Subject Guides" and "- APA and IEEE Citation Guide". Above the search box, there are two links: "- FAQ and Chat" and "- Website".

### ➤ Find the Textbooks List

Consult the [Textbooks, Course Notes, Quizzes and Exams](#) guide, in the [Resources by Document Type](#) list. At the beginning of each semester, this guide is updated based on the [Coopoly](#) list.

### ➤ Engineering Teaching and Learning Guide

Created in collaboration with the [Bureau d'appui et d'innovation pédagogique](#), the [Teaching and Learning Engineering](#) guide presents several resources available at Polytechnique to support you in your teaching activities.

### ➤ Plagiarism Detection Software

The [Plagiarism](#) page on the Polytechnique Montréal website includes useful information for professors and teachers.

As a lecturer at Polytechnique, you can request access to use plagiarism detection software. This allows you to submit students' assignments and to identify similarities with other sources. For more information or to request access, please visit this [web page](#). In your request, indicate the professor responsible for the course.

A [guide éclair](#) (in French only) produced by the Library explains how Turnitin works.

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