

GUIDANCE: LITERATURE SEARCH REQUEST FORM PART A

This form is for the details of the user search. It can be completed by the user, or by library staff (on the user's behalf). The form asks for a lot of information, each of these sections has been discussed and evaluated.

North West Clinical Librarians Group (A Library and Information Health Network Northwest (LIHNN) Special Interest Group)

MY OWN NHS TRUST: place your trust or library service logo here

Office use only:

Search ID: library staff may want to issue an ID number for easy tracking of the search

Date completed: the date the search was carried out

Origin of search: this gives the option of library or ward or department. Library staff can circle the most appropriate option to indicate where the search request was originally placed; this will be recorded in NLH annual statistics from 2009

INFORMATION ABOUT YOU: this section is used for the user's personal/organisational information

INFORMATION ABOUT YOUR LITERATURE SEARCH REQUEST:

Date requested: date requested

Results required by: we have made a note to say avoid the use of ASAP, each service will have their own turnaround times/quality standards for literature searching.

Additional information

How do you want your search results delivered? : gives the option of email, or printed

Your preferred format for electronically delivered search results: gives the option of standard text or other. The other option will depend on what each library service has to offer. For example we have included formats for reference management tools as some services and users may have access to these.

Purpose of search

This section is used to give the library service an insight into what the results will be used for. We have included options based on a discussion at the meetings of the LIHNN North West Clinical Librarians Group. Individual services may want to add extra or delete a few.

YOUR SEARCH TOPIC

Please describe your search question or topic: we have left this as an open box so users aren't too confused by PICO etc (PICO is included at a later stage).

List the key terms and alternative or similar terms that describe your topic: this will allow users to help the librarian by listing other terms they may be aware of.

If you have a clinical question you may be able to define your topic further using the PICO model: this section allows the search to be broken down into a clinical question, helping the librarian structure the search.

Have you already identified key papers, authors or references on your search: this will help the librarian gain an understanding of the results expected or searches previously undertaken by the user requesting the literature search. It may also help the librarian develop search terms.

RESTRICTIONS TO BE APPLIED TO YOUR SEARCH: this section links into the option to apply limits to a search in the main databases. It will help the librarian decide which limits to put on the search.

GUIDANCE: LITERATURE RESULTS – REPORT (Part B)

This form is to be used by the librarian when they are returning the search results to the user. There are 2 pages:

Page 1 “Information about your Search results” is the standard page to be used for reporting results.

Page 2 “Additional Information” section is optional and allows the librarian to provide further comments and details about the search terms and resources. It can be removed if not required.

MY OWN NHS TRUST: place your trust or library service logo here

Office use only:

Search ID: library staff may want to issue an ID number for easy tracking of the search

Date completed: the date the search was carried out

Name: User’s name

Search Date: Date the search was carried out

INFORMATION ABOUT YOUR LITERATURE SEARCH RESULTS

Your topic or question: this section is used for the librarian ‘translation’ of the search question. The question may have slightly altered from the original to allow for more effective searching

Search terms used: librarians can put the basic search terms used here. There is an option of attaching more terms if the librarian would like to include the full search strategy. See the “Additional Information” section below which is optional and has been provided to assist in this.

Restrictions or limits applied to this search: this section allows the librarian to give details of the restrictions applied to the search.

RESOURCES SEARCHED: this section lists the major databases (accessed/available via the National Library for Health (NLH)). We have also left space for library services to add others. Each database should be marked yes or NA (not applicable)

The **protocol** referred to is the Thames Valley Literature Search Protocol which can be found at <http://www.library.nhs.uk/knowledgemanagement/ViewResource.aspx?resID=101406&tabID=288>

RESULTS: This section is about the results found, including information about sourcing journal articles, a disclaimer and feedback. Add your Trust name and contact details.

There is an option to include a report/librarians summary LITERATURE SEARCH RESULTS (Part C) – SUMMARY. Each service will decide independently if they want to use part C.

ADDITIONAL INFORMATION ABOUT YOUR LITERATURE SEARCH: this is for the librarian to write any general comments about the search strategy

COMMENTS ABOUT RESOURCES SEARCHED: the librarian can add comments about databases here.

COMMENTS ABOUT THE RESULTS: this is for the librarian to write general comments about the results.

GUIDANCE: LITERATURE SEARCH RESULTS (Part C) – SUMMARY

This is a template designed for library service who would like to provide the results in a summary/evidence digest format. The template includes space for references, study type and conclusions from studies found.
