

Literature Search Services Policy

The W.K Kellogg Health Sciences Library supports faculty and student research through consultation and reference services, as well as teaching and learning opportunities through workshops and seminars on effective literature search techniques.

Library subject specialists offer advanced support for researchers and faculty conducting various types of literature reviews. This policy outlines services offered to both internal and external researchers interested in this type of specialized support.

Types of Literature Reviews

- **Literature Review** (also called summary or narrative review)
A description of prior research without a systematic search and selection strategy or critical appraisal of the studies' merits. These sorts of review are often done in support of information queries generated by academic assignments.

- **Comprehensive Literature Reviews** (include scoping, systematic ,meta-analysis reviews etc. *)
 - **Scoping Review:** documents what is already known which helps refine a research question, concepts and theories.
 - **Systematic Review:** attempts to collate all empirical evidence that fits pre-specified eligibility criteria in order to answer a specific research question.
 - **Meta-analysis Review:** same as a systematic review but the analysis uses statistical methods to summarize the results of selected independent studies.

*Further definition of search types: Grant, M J, & Booth, A. (2009). A typology of reviews: An analysis of 14 review types and associated methodologies. Health information and libraries journal, 26(2), 91-108.
<http://sfxhosted.exlibrisgroup.com/dal?sid=Entrez%3APubMed&id=pmid%3A19490148&issn=1471-1834>

Internal requests from affiliates of Dalhousie University

Affiliates of Dalhousie University (faculty, students and staff) may have their literature searches conducted or supervised by a librarian. The search should be in support of teaching or research at Dalhousie University. **Searches will not be conducted for students completing course or curriculum related assignments, although advice is available.**

- **Literature review: No charge**
 - Upon receiving a request for a literature search on the Literature Search Request Form, the librarian will perform a search of relevant online databases and provide a list of references, including authors, titles, journal source and abstracts to the requestor. The results will not include full articles. The librarian will not select the most appropriate articles from the list of results. Results will be sent electronically.

- **Search consultation: No charge**
 - Consultations with a health sciences librarian are available by appointment. Advice will be provided on the selection of appropriate databases, development of search strategies, identification of terminology and effective execution of searches and management of results. During a research consultation the Librarian will assist the requestor to do their own searching, whereas with a literature search request the Librarian does the searching for the requestor. Students are welcome to make use of the search consultation service.

- **Comprehensive search: \$50.00/hour** (scoping, systematic, meta-analysis etc.)
 - Upon receiving a request for a comprehensive search the librarian will meet with the review team to determine requirements and level of service required. A task list will be reviewed to ensure all aspects of the work are identified.
 - Support for comprehensive searching is dependent on how much time qualified library staff have available.
 - Comprehensive search strategies are subject to a three week minimum turnaround. Extensive consultation regarding the review question may require a longer turnaround.

Note: It is strongly recommended that all new research assistants (RAs) working on comprehensive reviews for Dalhousie faculty or staff make an appointment with a librarian for training in developing, running, and translating search strategies. In some cases, the research team can request that library experts conduct the searches and provide the results and search strategies to the RA. This will usually involve discussions regarding authorship and/or acknowledgement in subsequent publication(s); see section below for more details.

External request from non-affiliates of Dalhousie University

The service for external clients is similar to that of internal clients, but associated fees differ.

- **Literature review: \$25.00**
 - Upon receiving a request for a literature search on the Literature Search Request Form, the librarian will perform a search of relevant online databases and provide a list of references, including authors, titles, journal source and abstracts to the requestor. The results do not include full articles. The librarian will not select the most appropriate articles from the list of results. Results will be sent electronically.

- **Research consultation: No charge**
 - Consultations with a health sciences librarian are available by appointment. Advice will be provided on the selection of appropriate databases, development of search strategies, identification of terminology and effective execution of

searches and management of results. During a research consultation the Librarian will assist the requestor to do their own searching, whereas with a literature search request the Librarian does the searching for the requestor.

- **Comprehensive search: \$75.00/hour** (scoping, systematic, meta-analysis etc.)
 - Upon receiving a request for a comprehensive search the librarian will meet with the review team to determine requirements and level of service required. A task list will be reviewed to ensure all aspects of the work are identified.
 - Support for comprehensive searching is dependent on how much time qualified library staff have available. Internal clients may take precedence over external clients.
 - Comprehensive search strategies are subject to a three week minimum turnaround. Extensive consultation regarding the review question may require a longer turnaround.

Authorship and Acknowledgement:

Librarians may be given acknowledgement or considered co-authors on scoping, systematic review or meta-analysis collaborations based on the level of contribution. The *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* “Vancouver Statement” defines what constitutes authorship and contributor credit http://www.icmje.org/ethical_1author.html

Best practice on literature search standards followed in scoping, systematic review and meta-analysis reviews
IMO. Finding What Works in Health Care: Standards for Systematic Reviews http://www.iom.edu/Reports/2011/Finding-What-Works-in-Health-Care-Standards-for-Systematic-Reviews.aspx
Cochrane Handbook http://www.cochrane-handbook.org/
PRISMA Preferred Reporting Items for Systematic Reviews and Meta-Analyses http://www.prisma-statement.org/

Approved DUL Senior Management Team 17/9/2013

