Literature Search Services Guideline

The W.K Kellogg Health Sciences Library supports faculty and student research in the Faculties of Medicine, Health, and Dentistry 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 internal 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.

- **Knowledge Synthesis 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

Services available to Students, Faculty and Staff affiliated with the *Faculties of Dentistry, Heath and Medicine at Dalhousie University* in support of Literature Searches and Knowledge Synthesis Searches.

Teaching and education (Available for Students, Faculty, and Staff)

Health sciences librarians are available to provide education sessions on literature reviews, knowledge synthesis processes, and general literature searching methods. Contact the Kellogg Library to connect on education options and connect with your liaison librarian.

Search Consultation (Available for Students, Faculty, and Staff)
Consultations with a health sciences librarian are available through reference drop in or by appointment. Advice will be provided on the selection of appropriate databases, development of search strategies, identification of terminology and effective searching and management of results. During a research consultation the librarian will coach the requestor in developing and documenting their own searches.

Notes:

- Extensive consultation with a librarian should be reported in the final project; please confirm consent for inclusion of named acknowledgement with the consulting librarian.

- Student-led projects for academic credit (e.g., assignments, theses, dissertations) are eligible for up to 5 hours of consultation support.

Literature Search (Available for Faculty and staff and External Regional Health Care Professionals)

Affiliates of Dalhousie University in the Faculties of Dentistry, Health, and Medicine may have their literature searches conducted by a librarian *at no charge* in support of teaching or research at Dalhousie University. For regional health care professionals, the literature search can be completed on health and medical topics for a flat fee *of $25.*

Notes
- 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-text articles.* The librarian will not select the most appropriate articles from the list of results. Results will be sent electronically.

Extended Knowledge Synthesis Service for Faculty:

Collaboration:

In addition to the support offered to students above, Dalhousie faculty in Medicine, Health, and Dentistry may choose to invite a librarian from the W.K. Kellogg Health Sciences Library to join their Knowledge Synthesis Research Teams. Kellogg Librarians may choose what research endeavors they undertake based on their interests and availability. Therefore, collaboration decisions are at the discretion of the librarian and will be considered for faculty led projects. Student projects for academic credit are **NOT** eligible for collaboration.

Comprehensive search strategies take time; teams should plan accordingly to incorporate this into their project timeline. Please see the Knowledge Synthesis Search Timeline section for more guidance on planning your review.

A librarian may agree to do some or all of the following:

- Provide advice and recommended educational resources on knowledge synthesis methods, as also described in the consultation section of the service description
- Determining if a knowledge synthesis or protocol on the topic already exists
- Conducting a preliminary search to identify 3-5 eligible studies (to assess the feasibility of the review and for search term harvesting)
- Developing and executing database/resource-specific search strategies
- If the search is developed by the librarian, as part of the PRISMA guidelines, we will identify library colleagues to peer review our developed searches to ensure compliance with Peer Review of Electronic Search Strategies (PRESS).
- Exporting search results in the desired format (Excel spreadsheet, text or RIS file, etc.)
- Importing search results into review software (such as Covidence)
- Assisting with search methods for locating grey-literature

- Writing up the search methods according to PRISMA guidelines

Authorship and Acknowledgement:

Librarians' contributions and form of recognition in the final manuscript (i.e. formal acknowledgement or authorship) should be determined at the start of the project. Please see The *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* "Vancouver Statement" defines what constitutes authorship and contributor credit https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html

Approved DUL Senior Management Team 21/05/2020