

## University of Adelaide Library: Systematic Review Service Charter

What we provide	Limitations
The Library provides a range of services to support students and staff of the University through the Systematic Review process, including online courses, library guides and Liaison Librarian assistance (see table below). Please note that in order to provide quality support, pre-meeting preparation is required.	Liaison Librarians act in an <b>advisory capacity only</b> , offering guidance, advice and troubleshooting. We will not create or perform the search on your behalf. We do not export or screen articles, find full text content, perform data extraction or contribute to the paper (unless co-authorship has been agreed in advance).
Before booking an appointment you need to:	
<ol style="list-style-type: none"> <li>1. Access self-help resources. For clinical topics enrol in the <a href="#">Advanced Searching for Health Sciences</a> course to familiarise yourself with systematic searching. For other topics, refer to the <a href="#">Developing a Logic Grid guide</a>.</li> <li>2. Formulate your research question and provide an initial search strategy (logic grid)</li> </ol>	
Booking your appointment:	
<a href="#">Book a 1 hour consultation</a> or <a href="#">email</a> the Liaison Librarian team. For EndNote queries, please email <a href="#">Ask Library</a>	

You want to...	Find self-help resources	Consult a Librarian
Prepare		
Identify existing systematic reviews	<ul style="list-style-type: none"> <li>• <a href="#">Systematic Review Steps guide</a></li> <li>• <a href="#">Health Essentials (Advanced)</a></li> <li>• <a href="#">PICO guide</a></li> </ul>	Yes
Formulate a research question (PICO or equivalent)		Yes
Select inclusion/exclusion criteria		Yes
Discover		
Select appropriate databases	<ul style="list-style-type: none"> <li>• <a href="#">Which Databases Should I Use? guide</a></li> <li>• <a href="#">Health Essentials (Advanced) courses</a></li> <li>• <a href="#">Search Health Databases guide</a></li> <li>• <a href="#">Grey literature for Health guide</a></li> <li>• <a href="#">Registration sites guide</a></li> <li>• <a href="#">Finding full-text guide</a></li> </ul>	Yes
Identify key concepts, keywords & subject headings; Structure a search strategy using correct syntax; Run searches; Translate searches for use in other databases		Yes
Review and refine a search strategy		Yes
Find grey literature		Yes
Develop and register a protocol; Find full-text content		No
Manage		
Export and Manage search results	<ul style="list-style-type: none"> <li>• <a href="#">Library EndNote 20 Essentials</a></li> <li>• <a href="#">EndNote: duplicates guide</a></li> <li>• <a href="#">Health Essentials (Advanced) courses</a></li> <li>• <a href="#">Covidence</a> or <a href="#">JBI SUMARI</a></li> <li>• <a href="#">The Systematic Review Toolbox</a></li> <li>• <a href="#">Covidence / JBI SUMARI / Nvivo</a></li> </ul>	Ask Library
De-duplicate search results		Ask Library
Set up database alerts		Yes
Use systematic review management software		Yes
Extract & collate results; Synthesise data; Screen articles	No	
Publish		
Select journals for publication	<ul style="list-style-type: none"> <li>• <a href="#">Publish your research guide</a></li> <li>• <a href="#">Read &amp; Publish agreements guide</a></li> <li>• <a href="#">Manage your Research Data guide</a></li> <li>• <a href="#">Managing Your Research Data course</a></li> <li>• <a href="#">PRISMA-S / PRISMA</a></li> </ul>	Yes
Manage your research data		Yes
Write the methods section (PRISMA-S) & document search results (PRISMA)		Yes
Librarians provide an advisory service only. We cannot complete tasks on your behalf		