

Adelaide University Systematic Search Service Agreement

For support with systematic, scoping, rapid, and other reviews.

What we provide

The Library provides a range of services to support students and staff of the University through the systematic search process, including online courses, Library guides, and librarian assistance.

Librarians act in an advisory capacity, offering guidance, advice, and troubleshooting. A review conducted as part of your studies or research is your own work - it is your responsibility to finalise and run your searches.

Before you consult a librarian / book an appointment

Our self-directed resources and workshops are the best place to start. If you are new to systematic searching, or if it has been a while since your last review, refer to the following:

MyLearning courses:

- [Introduction to Advanced Searching](#)
- [Systematic Review Fundamentals](#)

Library guides:

- [Systematic Reviews](#)
- [Scoping Reviews](#)
- [Grey Literature and Other Sources](#)

Library workshops:

The following workshops will be delivered throughout the year. Please check [the Library webpages](#) for details.

- Health-focused systematic reviews (1 of 4): Search fundamentals
- Health-focused systematic reviews (2 of 4): Grey literature and other sources
- Health-focused systematic reviews (3 of 4): Refining and adapting your search
- Health-focused systematic reviews (4 of 4): Managing your results
- Systematic searching: Introduction for Social Sciences, Business, and Humanities
- Systematic searching: Introduction for Science, Engineering, and IT

For self-directed resources specific to the different stages of your review, consult the table on page 3.

What to provide before an appointment

At least 48 hours before the meeting please provide:

- **Your review protocol or research proposal** (if relevant/available) detailing your research question/s, inclusion/exclusion criteria, planned sources (e.g. databases), question framework/breakdown (e.g. PCC, PICO)
- **A draft search strategy for at least one database** (preferably with keywords and subject headings)
- **Sample eligible papers** that you have identified as relevant for inclusion in your review

Your booking will be confirmed once these are received.

Booking an appointment

Contact the Library via:

- [Staff portal](#)
- [Ask Library](#) (for graduate researchers and other students)

Acknowledging the librarian's contribution

If your work is published, the librarian's contribution should be acknowledged per the [Australian Code for the Responsible Conduct of Research: Authorship \(2018\)](#). For example: *[Librarian's name], [position e.g. Academic Librarian] at Adelaide University for support with developing the search strategy.* As a courtesy, please contact the librarian before including them in your acknowledgements.

Self-directed resources

Prepare	
Choose the right review type	MyLearning courses: Systematic Review Fundamentals: Module 2 Library guides: - Systematic Reviews (Systematic or scoping?; Other review types; Define question; Protocol) - Scoping Reviews (Systematic or scoping?; Other review types; Protocol; Define objective & question; Apply PCC)
Develop and refine a research question	
Start drafting your protocol	
Identify existing reviews and protocols	
Find the evidence	
Choose where to search (databases and other sources, including grey literature)	MyLearning courses: Systematic Review Fundamentals: Module 3 Introduction to Advanced Searching Library guides: Systematic Reviews (Search) Scoping Reviews (Search) Grey Literature and Other Sources
Develop a search strategy	
Review and refine a search strategy	
Document your methods for reporting	
Locate full-text	
Manage your results	
Export your results	MyLearning courses: Systematic Review Fundamentals: Module 4 Introduction to Advanced Searching EndNote Essentials Library guides: Systematic Reviews (Screen) Scoping Reviews (Screen) EndNote
Use software (EndNote and Covidence) for reference management, de-duplication, screening, and extraction	
Update your search results	
Write up / publish	
Choose where to publish	MyLearning courses: Systematic Review Fundamentals: Module 5 Managing your Research Data Library guides: Publishing Research Data Management Systematic Reviews (Write) Scoping Reviews (Report & write)
Manage your research data	
Document in accordance with standards (e.g. PRISMA)	