

University of Adelaide Library: Systematic Review Service Charter

What we provide	Limitations
<p>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 on the next page). Please note that to provide equitable support to all, some limitations apply.</p>	<p>Liaison Librarians act in an advisory capacity only, 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).</p>
Before booking an appointment	
<p>Liaison Librarians do not provide basic assistance with developing a preliminary search strategy. Our self-directed resources should always be consulted in the first instance. We recommend:</p> <p>Self-paced MyUni courses:</p> <ul style="list-style-type: none"> • Advanced Searching Essentials • Systematic Review Fundamentals <p>Library guides:</p> <ul style="list-style-type: none"> • Systematic Reviews • Grey Literature for Health • Search Health Databases <p>Library workshops:</p> <ul style="list-style-type: none"> • Introduction to Searching for Systematic Reviews (Health & Medical Sciences) • Introduction to Systematic Searching for Non-Health Subjects • Library Research Support Workshop series <p>For self-help resources specific to the different stages of your review, consult the table on the next page.</p> <p>If you have consulted the resources and/or attended a workshop and you require advanced troubleshooting or guidance in an area not covered by them, you may book an appointment with your Liaison Librarian.</p>	
What to provide before an appointment	
<p>To get the most out of your appointment, and to allow your Liaison Librarian time to prepare, please provide at the time of booking (or at least 48hrs beforehand):</p> <ul style="list-style-type: none"> • Your protocol (if available) or research proposal detailing your research question/s, inclusion/exclusion criteria, planned databases, question framework (e.g. PCC, PICO). • A draft search strategy (logic grid) for at least one database (preferably with keywords and subject headings). • Sample / 'gold set' papers that you have identified as relevant for inclusion in your review. <p>Consult the table on the next page for resources to help you prepare these components.</p>	
To book an appointment	
<p>Book a 1-hour consultation or email the Library. A maximum of 4 hours consultation time is available per person per review each year.</p> <p>For EndNote queries, please email Ask Library in the first instance.</p>	

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You want to...	Consult a Librarian	Self-help resources
Librarians provide an advisory service only. We do not complete any tasks on your behalf.		
Prepare		
Identify existing systematic reviews	Yes	Self-paced MyUni courses: <ul style="list-style-type: none"> • Systematic Review Fundamentals: Module 2 • Advanced Searching Essentials Library guides: <ul style="list-style-type: none"> • Systematic Review Steps guide • PICO guide
Formulate a research question (PICO or equivalent)	Yes	
Select inclusion/exclusion criteria	Yes	
Discover		
Select appropriate databases	Yes	Self-paced MyUni courses: <ul style="list-style-type: none"> • Systematic Review Fundamentals: Module 3 • Advanced Searching Essentials Library guides: <ul style="list-style-type: none"> • Search Health Databases guide • Grey literature for health • Registration sites guide • Finding full-text guide
Create a preliminary search strategy (Identify key concepts, keywords & subject headings; Structure a search strategy using correct syntax; Run searches; Translate searches for use in other databases)	No	
Review and refine a search strategy or troubleshoot errors	Yes	
Find grey literature	Yes	
Develop and register a protocol	No	
Find full-text content	No	
Manage		
Export and Manage search results	Ask Library	Self-paced MyUni courses: <ul style="list-style-type: none"> • Systematic Review Fundamentals: Module 4 • Advanced Searching Essentials • Library EndNote Essentials Library guides: <ul style="list-style-type: none"> • EndNote: Duplicates guide • Covidence / JBI SUMARI University website: <ul style="list-style-type: none"> • Nvivo
De-duplicate search results	Ask Library	
Set up database alerts	Yes	
Set up your review in systematic review management software	Yes	
Extract & collate results; Synthesise data; Screen articles	No	
Publish		
Select journals for publication	Yes	Self-paced MyUni courses: <ul style="list-style-type: none"> • Systematic Review Fundamentals: Module 5 • Managing Your Research Data course Library guides/website: <ul style="list-style-type: none"> • Strategic publishing guide • Read & Publish agreements • Manage Your Research Data guide External guides: <ul style="list-style-type: none"> • PRISMA-Search / PRISMA Flow Diagram
Manage your research data	Yes	
Describe your search strategy in the methods section (PRISMA-Search) & generate your flow diagram (PRISMA Flow Diagram)	Yes	