

Literature Searches

Service Definition

Literature searches to be carried out for staff according to the criteria they specify.

In most cases the [HDAS interface](#) will be used in the first instance to search a range of databases (AMED, BNI, CINAHL, EMBASE, EMCARE, HMIC, MEDLINE, PsycINFO), although additional sources will be searched if appropriate for the request or if an insufficient amount or type of information is found through the databases mentioned.

A list of search results, including abstracts, from HDAS will be produced as a Word or PDF file and emailed to the person who requested the search. Where applicable, additional documents will be linked to or attached to an email. If time permits and if deemed appropriate, we will also rank the articles found by perceived relevance in a spreadsheet. A summary of the information found may be provided if this is required.

If staff want to receive information regularly on a particular topic, we will create an alert for them using HDAS. This can be weekly, fortnightly or monthly.

Monitoring Process

All literature search requests are recorded in an Access database along with the name of the requester and the time taken to complete them.

Performance Indicators

All literature searches are to be completed within five working days of receiving the request where possible. Data collected through the Library Impact Evaluation survey should indicate whether or not our users have found the information provided useful.

What we expect from our users

We expect our users to have given some thought to the search that they want us to carry out. A research question and/or aim are desirable, along with keywords and synonyms. Support can be given through one to one and group literature searching sessions.

To request a search by [completing the online form](#)

Policy Reference

Literature Searches v11

Review Schedule

Every 12 months.

Next review date: June 2022