

Literature Searches

Service Definition		What we expect from our users
<p>Literature searches to be carried out for staff according to the criteria they specify.</p> <p>In most cases the HDAS interface (http://hdas.nice.org.uk) will be used in the first instance to search a range of databases (AMED, BNI, CINAHL, EMBASE, HBE, HMIC, MEDLINE, PsycINFO), although additional sources will be searched if an insufficient amount or type of information is found.</p> <p>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 we will also rank the articles found by perceived relevance in a spreadsheet and include hyperlinks to the articles we rank as most relevant.</p> <p>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.</p>		<p>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 is desirable along with keywords and synonyms. Support can be given through one to one and group literature searching sessions.</p> <p>To request a search by completing the online form available at http://www.educationairedale.co.uk/literature-searches.html or the paper form available from the library.</p>
Monitoring Process	Performance Indicators	Policy Reference
All literature search requests are recorded in an Access database along with the name of the requester and the time taken to complete them.	<p>All literature searches are to be completed within five working days of receiving the request.</p> <p>Data collected through the Library Impact Evaluation survey should indicate whether or not our users have found the information provided useful.</p>	Literature Searches v7
		Review Schedule
		<p>Every 6 months.</p> <p>Next review date: June 2019</p>