**Literature Search Request Form**

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| *To be completed by Library and Knowledge Service staff* |
| Code: |  | Date Received: |  |

*Please complete the form below with as much information as possible, in order for us to retrieve the relevant results. A member of staff may contact you for clarification if necessary.*

**DISCLAIMER: Please note that the information supplied by the Library in response to a literature search is for information purposes only. Every reasonable effort will be made to ensure that this information is accurate, up-to-date and complete. However, it is possible that it may not be representative of the whole body of evidence. No responsibility can be accepted by the Library for any action taken on the basis of this information.**

**Guidance or information relating to specific drug queries or procedures should be referred to Medicines Information on RDH Ext: 85379 or QHB Ext: 5168/5101.**

**About You:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Division:**  |  |
| **Job Title:** |  | **Department:** |  |
| **Contact Email:** |  | **Contact Tel:** |  |

**Your Request:** *Please plan your search before completing the form.*

**What** is the subject of your search? **What** question do you want to answer?

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**Why** do you need this information?

|  |  |  |
| --- | --- | --- |
| Audit  |[ ]  Care of specific patient  |[ ]  General patient care  |[ ]
| Guideline development  |[ ]  Patient information  |[ ]  Professional development  |[ ]
| Research\*  |[ ]  Service development  |[ ]  Systematic review  |[ ]
| Teaching purposes  |[ ]  Writing a paper  |[ ]   |  |
| If other, please state…………………………………………………………………………………. |

*\*Have you contacted R&D about your research project?*

**When** do you need this information?

|  |  |
| --- | --- |
| **Date Required By:** |  |

*Please continue over the page*

**How** would you like your search to be conducted? *In the* ***KEYWORDS*** *box, use the PICO formula to enter thesaurus terms or descriptors; suggest MESH headings or appropriate free text keywords.*

**Keywords: use the PICO formula**

|  |  |  |
| --- | --- | --- |
| **P** | **Population / Problem / Patient condition** |  |
| **I** | **Intervention** |  |
| **C** | **Comparison** |  |
| **O** | **Outcomes** |  |

**Exclude:**

*Please enter any terms which may be linked to your subject but that you are not interested in*

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**Please list any resources that you have already searched:** …………………………………….……………………………………………………………………

**Limits:**

*Please circle as appropriate*

|  |  |
| --- | --- |
| **Document Types** | Online full text / Abstracts / Citations / Any |
| **Study Types** | Guidelines / Reviews / RCTs / Statistics / Case Studies / Expert Opinion / Any |
| **No. of Items** | Under 10 / 20-30 / 30 – 40 / 40 – 50 / 50 - 100 |
| **Date Range** | Last year / Last 2 years / Last 5 years / Last 10 years / Other |
| **Age Groups** | Children / Adults / Older Adults / Other:…………………………. |
| **Language** | English Language / Foreign Languages. Please state……………. |

**Send to:** Derby Site: Library & Knowledge Service, Education Centre, Level 2, RDH

 Burton Site: Library and Knowledge Service, Education Centre, QHB

**or Contact:** Derby Site: 01332 788146 Burton Site: 01283 511511 Ext.2104

 Email: uhdb.library@nhs.net

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| *To be completed by Library and Knowledge Service staff* |
| Search completed by: |  |
| Completion Date: |  | Time Taken (hrs) |  |