

Brock Library support for systematic reviews: Collaboration MOU

Standards established by key evidence synthesis standards organizations ([IOM](#), [Cochrane](#), [CIHR](#), [Campbell Collaboration](#)) recommend or require librarians to participate on the research team and/or be involved in developing the research question and literature searching strategy. In accordance with [requirements for authorship and contributorship](#) of the International Committee of Medical Journal Editors (ICMJE), when librarians at Brock participate as collaborators on a systematic review project, they must be named as co-author on any resulting publications.

To ensure the best possible outcome for systematic review collaborations, investigators and librarian will sign a memorandum of understanding outlining key responsibilities and timelines.

Memorandum of Understanding

Title of systematic review project _____

Principal investigator: name, position, email address _____

Librarian: name, position, email address _____

Librarian _____ will be involved in the following activities:

Activity	Y/N	Timeline
Attend team meetings and provide relevant expertise		
Assist with research question refinement		
Check for existing/underway SRs on the same topic		
Contribute to protocol development		
Design, test, translate searches of bibliographic databases		
Arrange for Peer Review of Electronic Search Strategies; communicate results of peer review to SR team & revise strategy accordingly		
Run final searches in agreed upon databases		
Export database search results to citation management software		
Search for grey literature and other sources as appropriate e.g. conference proceedings, hand-searching journals		
Remove duplicate records from search results, record clean-up		
Provide literature search documentation, including a PRISMA flowchart		

Export de-duplicated results to screening software		
Participate in screening		
Train designated team member in retrieval of full-text articles/use of interlibrary loan		
Author relevant portions of the manuscript, e.g. Methods section		
Provide a publication-ready version of the core search strategy		
Editorial contributions to the final manuscript: please describe		
Review all manuscripts and approve the final version to be published		
Other – please describe		

General agreements

- The principal investigator and team members will provide input to assist the librarian on development of the search strategy
- A minimum of two months from the date of the agreement is required for the librarian to complete the following responsibilities:
 - Design, testing and peer-review of search strategy
 - Execution of full search strategy & export to citation manager
 - Deduplication of search results
 - Export of deduplicated results to screening software
 - Please note that time estimates are subject to change
- The principal investigator and librarian agree to respond to all communication regarding this project in a timely manner – i.e. within two business days
- SR team members will keep the librarian updated on progress of the review
- The librarian will be a co-author on any publications resulting from the systematic review
- Any change to the librarian’s contribution to the final/published review must be agreed upon in advance

Signature of principal investigator _____ Date: _____

Signature of librarian _____ Date: _____

References:

Foster, M. J., & Jewell, S. T. (Eds.). (2017). *Assembling the pieces of a systematic review : A guide for librarians*. Retrieved from <https://ebookcentral-proquest-com.proxy.library.brocku.ca>

William E. Laupus Health Sciences Library, East Carolina University. Memorandum of Understanding for Systematic Reviews.

St. Michael's Hospital Health Sciences Library. (2018) Systematic Search Services Policy. Retrieved from:
https://smhlibrary.files.wordpress.com/2018/08/health-sciences-library-systematic-search-services-policy_1731.pdf