

**LITERATURE SEARCH REQUEST FORM**

(*Fields marked with an \* are required)*

Name \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*: \_\_\_\_\_\_\_\_\_\_\_\_Lib No. / Staff No. \_\_\_\_\_\_\_\_

Email \*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Contacts \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign\*: \_\_\_\_\_\_\_\_\_

Please fill in and submit the form below. Please keep in mind that searches can be quite extensive and time-consuming, so please request literature searches well in advance of any deadlines. (*Please fill out as much information as possible)*

Purpose of literature search request (*Tick Appropriately*)

* I'm writing an article for a peer-reviewed journal.
* I'm writing a proposal. Please provide the title below.
* I'm working on a presentation.
* I'm working on a course reading list, or developing a new course.
* I'm putting together information for a workgroup or taskforce.
* I'm exploring an area of research, and am in the initial stages of my research.
* Other (fill in space below)

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Urgency/Date required (dd/mm/yy):……/………/………

Suggest terms/keywords/synonyms to narrow or broaden search (please define acronyms) \*

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How recent should the research topic be? \* *(Published in)*

* Last two years
* Last five years
* Others

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How would you like to receive results? \*

* Via email (You will receive one email with results from all databases as attachments)
* As an Endnote file (Please provide a flash drive or set up an appointment for transmission)
* In PDF/Word document (citations only, no links to full text articles)
* Other (Please fill in field below)

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Please provide any other information that you think is important to know about this search.

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