**Knowledge Synthesis Service Level Agreement**  
Medicine and Health Sciences

The Library offers support for various knowledge synthesis projects including systematic and scoping reviews in health sciences and medicine. Organizations such as Cochrane, the Campbell Collaboration and JBI recommend and, in some cases, require that librarians be part of review teams to offer their expertise at various stages of the review process. This usually includes developing and implementing the search strategy, deduplicating and exporting results, offering guidance in the effective use of Covidence, and contributing to the methods section of the final manuscript.

This “Service Level Agreement” outlines the roles and responsibilities of both the librarian and the principal investigator.

# Librarian’s Involvement

The librarian and the principal investigator (PI) agree that the following steps will be completed by the librarian.

## Preparation

* Consult with the PI to ensure that the research question is suitable and that it aligns with the appropriate methodology (systematic, scoping, or other).
* Provide a general timeline of the main tasks based on the scale and scope of the synthesis project.
* Verify if any existing or ongoing reviews on the same topic have been published or are in-process.

## Search Strategy Design & Execution

* Design the preliminary search strategy for one of the main databases and seek input from the review team, if necessary.
* Provide the review team with a sample of the references to ensure that the strategy is returning anticipated results.
* Arrange for the search strategy to be peer-reviewed by another librarian.
* Translate the search strategy for all other databases.
* Run the searches across all relevant databases.
* Update searches, when necessary.

## Screening Setup

* Provide guidance on setting up a review project in Covidence.
* Import all references identified through the database searches into Covidence.

## Additional Searching (Advice only)

* Provide guidance on searching for and identifying grey literature as well as on other types of complementary searching (such as hand-searching and citation searching).

## Manuscript Preparation

* Contribute to the methods section of the final manuscript by writing sections related to searching and identifying references.
* Review and comment on the final manuscript or other forms of knowledge dissemination.

# Principal Investigator’s Responsibilities

The Principal Investigator agrees to:

* Review the Library’s Knowledge Synthesis Services Policy for health sciences and medicine.
* Provide the librarian a draft of their protocol and key citations **prior** to the first meeting.
* Provide timely feedback to the librarian for the initial search strategy.
* Invite the librarian to team meetings, when appropriate.
* Keep the librarian abreast of any important updates as the review progresses (such as changes to the research questions, the timeline, or the inclusion/exclusion criteria).
* If a search strategy peer-review was requested as part of this project, include an acknowledgement for the librarian who completed the peer-review of the search strategy.

Based on the librarian’s involvement listed above, the principal investigator will provide the librarian with the following on the final publication:

* Co-authorship
  + Allow the librarian to contribute to the methods section as well as other sections, when relevant, of the final manuscript.
  + Provide an opportunity for the librarian to review and comment on the final manuscript.
  + Commit to making the final published review accessible via Open Access by publishing in an Open Access journal or by depositing a copy of the accepted manuscript in the University’s institutional repository.
* Acknowledgement

Librarian’s name:   
Date:  
Signature:

Principal investigator’s name:  
Date:  
Signature:

**Disclaimers**   
Requests for literature search support are provided on a first come, first served basis, and are subject to librarian availability. Due to the in-depth and time-intensive nature of this work, requests may be put on a waitlist. The Library staff in health sciences and medicine will discuss timelines and delivery dates before any work commences.

As projects evolve, the librarian retains the right to change tiers to accurately reflect the nature of the work being conducted, and to refuse co-authorship. Upon publication of the article, the acknowledged or co-author librarian will be provided with a copy of the published manuscript.