

2. Select level of search	
<input type="radio"/>	L1. An in-depth and exhaustive search, normally supports service development, guidelines/policy or systematic review? Takes several weeks to complete.
<input type="radio"/>	L2. An advanced search of key sources to support e.g. research, delivery of education, writing for publication, professional updating? Takes up to 10 working days
<input checked="" type="radio"/>	L3. A quick search for literature for immediate patient/client care or problem solving? Takes up to 5 working days.

8. Preference for delivery		
<input checked="" type="radio"/>	Email	<input type="radio"/>
<input type="radio"/>	Post	<input type="radio"/>
<input type="radio"/>	Collect from Library	

Library Network QUEST Service

www.quest.scot.nhs.uk

User Guide 3: Literature Search Requests

9. Complete the on-line form, telling us the topic(s) of your search, if there are any relevant synonyms or acronyms for your search topic(s), and the evidence level and document type you want.

10. Tell us if you want items from a specific period, or about a specific age group or patient population.

7. Limits to your search: (please select as many as appropriate)	
<input checked="" type="checkbox"/> English Only	<input type="checkbox"/> Last 5 years
<input checked="" type="checkbox"/> Human Only	<input checked="" type="checkbox"/> Last 10 years
	<input type="checkbox"/> As far back as possible
<input type="checkbox"/> Age of patient/client population (please specify):	Age 65+
<input type="checkbox"/> Other, please specify:	Women only

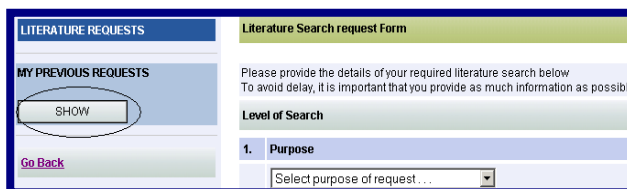
11. Tell us how you want to receive your search results. Most people have their results emailed to them.

12. Tell us **when** you want your results.

13. Read the Disclaimer notice at the bottom of the form, then click 'Submit Request.' If your request has been submitted, you will be taken to a confirmation screen. You will also be sent an automatic confirmation email.

14. Your request will be assigned to a librarian. You will receive an email, telling you which librarian is doing your search. You may contact the librarian if you have any queries regarding your search.

15. Check on the progress of your request, and see a list of any previous requests you have submitted, by clicking 'Show' beneath 'My Previous Requests' on the request form page.



16. The librarian will search for material on your topic(s), and forward them to you within the timeframe you have specified.

You can use the **QUEST Document Delivery Service** to request copies of any articles that are not available on-line.

Are you:

- Looking for information for patient care, standards, guidelines, research, or professional updating?
- Writing for publication and need supporting references?
- Not confident that you're finding all relevant material on a specific topic?

Ask a librarian to find evidence for you, by submitting a Literature Search Request via **QUEST**.

To use this service, you must first register with QUEST. Please note: this registration is **in addition** to your library membership

How to submit a QUEST Literature Search request

1. First, think about what you want the librarian to search for. Consider:

- **How in-depth do you want your search to be** (we offer 3 levels of search, level 1 being the most exhaustive, level 3 the quickest)?
- **What topic do you want information on?** Try to think of a single statement or question that covers everything you want)
- **Synonyms** – what are all the different terms, acronyms etc for the topic or topics you are interested in: e.g. heart disease, coronary artery disease, angina, CHD, heart attack etc?
- **Do you want any particular types of evidence?** Examples of different evidence types include: systematic reviews, randomised controlled trials.
- **Do you want any particular kinds of publication?** Do you want journal articles, books, internet resources?
- **Do you want only the most recent information on a topic?** Is older information acceptable?
- **Do you only want information on a particular age group, or another specific patient population?**

2. Go to QUEST at www.quest.scot.nhs.uk



3. Log in as an 'Existing User' on the left-hand side of the homepage.

The image shows a login form titled "EXISTING USER". It has two input fields: "Username:" and "Password:". Below the fields is a "Login" button.

If you are not an existing user, you must register with the QUEST website. Use the 'New user – registration' option on the right-hand side of the homepage. For more information on the registration process, see **QUEST Service User Guide 1: Registering with QUEST**.

4. Confirm that your contact details are correct and up-to-date. If they are not, update them by clicking on the appropriate link. If they are, simply click 'Continue'.

The image shows a confirmation box with the text "MY CONTACT DETAILS ARE UP TO DATE" and a "CONTINUE" button.

5. You will taken to the 'Services' page, that shows you all the QUEST services you are signed up to. To place a Literature Search Request, you must be signed up to the request service: for more information on signing up to the Literature Search Request Service, and other QUEST services, see **QUEST Service User Guide 1: Registering with QUEST**.

6. Click 'Select' under 'Literature Search Requests.'

The image shows a form titled "Literature Search Requests" with a "SELECT" button.

You will be taken to an on-line Literature Search Request form.

Please note: We now **only** accept online search requests submitted via QUEST.

7. Complete the form as fully as possible.

Start by telling us the purpose of your search request: choose the appropriate option from the dropdown list.

The image shows a dropdown menu titled "Select purpose of request ...". The menu is open, showing a list of options: "Clinical Problem", "Course Work/Education/Presentation", "Guidelines/Standards/Policies", "Other", "Patient/Client Care", "Professional Updating", "Research", "Service Development", "Teaching", and "Writing for Publication". "Professional Updating" is highlighted.

8. Choose the level of search you want. 3 levels are available.