Memorandum of Understanding
for Collaborative Projects with a Librarian Searcher

Responsibilities

A. Principal Investigator
   1. Includes the librarian as a coauthor on all scholarly outputs
   2. Meets with the librarian before commencing the review to establish search parameters such as resources/databases, search terms, and other inclusion/exclusion criteria
   3. Includes the librarian in team meetings when relevant
   4. Keeps the librarian involved in the systematic review from beginning to completion
   5. Has the librarian review the full manuscript (including figures, tables, and supplementary materials), before submission
   6. Informs librarian if the project is significantly delayed or terminates unexpectedly
   7. Responsible for accessing the fulltext articles

B. Librarian Searcher
   1. Meets with the research team to plan systematic search methods
   2. Develops an appropriate search strategy based on the research question
   3. Collaborates with the team in developing the protocol
   4. Conducts the literature searches and provides a list of citations retrieved
   5. Assists in the organization, and management of reference and/or review software
   6. Keeps the research team informed on progress of search activities and updates
   7. Maintains records of search results and follow up with alerts and updates as needed during the project timeline
   8. Documents all work and assists with the writing process, particularly the search methods section, and adds other relevant documentation (e.g., search strategies)
   9. Provides training to research team's administrative staff or designated team member on how to access full text articles or utilize the interlibrary loan service
   10. Informs the researcher of any delays in making deadlines or of other changes that may affect provision of these responsibilities

Signed

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Principal Investigator, Date

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Librarian, Date