

It takes longer than you think: librarian time spent on systematic review tasks

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APPENDIX

Systematic review tasks survey instrument

Q1. Have you participated in a systematic review (SR) in the last five years?

- Yes
- No

[Respondents answering “No” received the survey completion screen.]

Q2. **In total**, how many SRs have you worked on? Your best guess is fine. Count **ANY** SRs in which you have participated or are currently participating. It does not need to have been completed or published. _

Q3. How long have you participated in SRs in any capacity?

- Less than a year
- 1-3 years
- 4-6 years
- 7+ years

Q4. **In total**, how many SRs have you **COMPLETED**? Count any SR in which you have completed all the tasks assigned to you (i.e., you’re done with your part.)_____

[Subsequent questions asked participants about the most recent SR. If participant had completed 1 or more SRs, subsequent questions asked about their most recently completed SR. If participant reported that they had worked on 1 or more SR but had not (yet) completed their tasks, subsequent questions asked about their most recent SR.]

Section 1. Core librarian systematic review (SR) tasks

Q5. In your **MOST RECENTLY COMPLETED/MOST RECENT** SR, how much time did you spend on the following SR tasks in **HOURS**? If the time spent was less than an hour, please give a rough estimate of the portion of the hour. (For example, 0.25 for 15 minutes, 0.5 for 30 minutes, 0.75 for 45 minutes.)

- _____ Conducting the initial interview and follow-up meetings
- _____ Testing and developing search terms and strategy
- _____ Translating search strategy to other databases
- _____ Documenting search strategy (spreadsheet, word processing document, etc.)
- _____ Delivering search results (bibliographic management tool, shared search statements, etc.)
- _____ Writing search methodology section for manuscript (PRISMA, etc.)

Section 2. Tasks related to SR instruction

Q6. For this question, we want to explore the librarian's role in developing information skills critical to the successful SR. In your **MOST RECENTLY COMPLETED/MOST RECENT** SR, how much time did you spend on **INSTRUCTION in HOURS**? If the time spent was less than an hour, please give a rough estimate of the portion of the hour. (For example, 0.25 for 15 minutes, 0.5 for 30 minutes, 0.75 for 45 minutes.)

_____ Instruction in systematic review methodology (PICO, PRISMA, inclusion/exclusion criteria, etc.)

_____ Instruction in database management (MyNCBI, subject headings, etc.)

_____ Instruction in bibliographic management software (e.g., EndNote)

_____ Instruction in other (Please describe): _____

Section 3. Other tasks not identified by the survey

Q7. In your **MOST RECENTLY COMPLETED/MOST RECENT** SR, did you perform any SR-related task not already covered, such as develop the protocol, create inclusion/exclusion criteria, or analyze data? Please report the time spent **in HOURS**. If the time spent was less than an hour, please give a rough estimate of the portion of the hour. (For example, 0.25 for 15 minutes, 0.5 for 30 minutes, 0.75 for 45 minutes.)

_____ Describe additional SR task: _____

_____ Describe additional SR task: _____

_____ Describe additional SR task: _____

Q8. Comments (optional but welcome) _____

Section 4. Time spent searching various types of resources

Q9. In your **MOST RECENTLY COMPLETED/MOST RECENT** SR, how much time did you spend searching the following **RESOURCE TYPES** as a percentage of your total time? (Your best guess is fine.) For this question, your choices **MUST total 100%**.

_____ Literature indexes/databases (MEDLINE, EMBASE, Web of Science, etc.)

_____ Pearling (searching the bibliographies of studies that you know you want to include)

_____ Trial registers (CTTR, ClinicalTrials.gov, etc.)

_____ Grey literature

_____ Hand searching (per Cochrane Handbook: "a manual page-by-page examination of the entire contents of a journal issue or conference proceedings to identify all eligible reports of trials")

_____ Other (please describe): _____

Q10. Comments (optional but welcome): _____

Q11. Is there anything we didn't ask you that you think we should know about librarians' time spent performing SRs? We welcome your thoughts and comments. _____