

Literature Search Request Form

University of Toledo Mulford Library, Information Services

MulfordReference@utoledo.edu ~ (419) 383-4218

Name _____ Phone _____

Address/Dept. _____

Date/time in: _____

Date/time out: _____

Request taken by: _____

Bill To:

- Individual
 Grant/Dept Acct #: _____

Please check only **one item** for each option:

Patron type:

University of Toledo

- Administration/staff
 Faculty
 Student
 Resident/fellow
 AHEC/preceptor

Non-UT

- Health care provider
 Law-related practitioner
 Student
 Patient/family member
 General public
 Other: _____

Purpose of search:

- Class assignment
 Grant/research (IRB?)
 Patient care (EBP?)
 Seminar/conference/teaching
 Personal (not work related)
 Other: _____

When search is done:

- Call
 Leave for pickup
 Mail
 E-Mail:

Normal turn-around time for requests is two working days

Description of Search in Narrative Form. Please be as specific as possible, including the relationship among concepts, synonyms for terms, a journal citation related to the topic, etc. More space needed? Please use back of form.

Desired search limits

- Exhaustive search
 Selective search
 # cites _____
 range of years _____
 Include abstracts (limit 25 for printed results)

- Human
 Male ~ Female ~ Both
 Age range _____
 Animal; specific animals?

- English language only
 Other languages:

- Review articles
 Research articles
 Other article types:

- Also search fee-based commercial databases (additional charges apply)

Charges

UT patrons:

Library & OhioLINK Databases (MEDLINE, CINAHL, etc.): Free
 (Printed results limited to 25 abstracts or 75 citations)
 Fee-based databases: Search costs (ask for details)

Non-UT patrons:

Library & OhioLINK Databases (MEDLINE, CINAHL, etc.): \$25
 (Printed results limited to 25 abstracts or 75 citations)
 Fee-based databases: \$25 plus search costs (ask for details)

OFFICE USE ONLY	Database/vendor	# Cites w/wo abstracts	Online time	Cost
Date: _____				
Searcher: _____				
Charge/No Charge <i>circle one</i>				
Total cost: _____				