**Literature Search Request Form**

University of Toledo Mulford Library, Information Services  
MulfordReference@utoledo.edu ~ (419) 383-4218

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<th>Name</th>
<th>Phone</th>
<th>Date/time in:</th>
<th>Date/time out:</th>
<th>Request taken by:</th>
<th>Bill To:</th>
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Address/Dept. ____________________________________________________________

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Date/time out: _______________

Bill To:  
- Individual  
- Grant/Dept Acct #: 

Name ____________________________________________   Phone ___________________  Date/time in: ________________  
Date/time out: _______________

Address/Dept. ____________________________________________________________________

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Bill To:  
- Individual  
- Grant/Dept Acct #: 

Please check only one item for each option:

**Patron type:**
- University of Toledo  
- Non-UT  
- Administration/staff  
- Faculty  
- Student  
- Resident/fellow  
- AHEC/preceptor  
- Health care provider  
- Law-related practitioner  
- Patient care  
- 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?  
- ________________

**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)

**Database/vendor** | **# Cites w/wo abstracts** | **Online time** | **Cost**
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**Total cost:** ___________

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