Search Strategy Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff member:** |  | **Today’s Date:** | | | [Enter a date] |
| **Date Information Required by:** |  | | | | |
| **Customer name:** |  | | **Contact no.:** |  | |
| **Library Membership No:** |  | |  |  | |
| **Customer email:** |  | | | | |
| **Question:** |  | | | | |
|  |  | | | | |
| **Specific need:** | Time Frame, Format, Language etc | | | | |
|  |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Search Topic** |  | | |
| Search keywords |  |  |  |
| Synonyms |  |  |  |
| Truncations to apply |  |  |  |
| Other words to use for my search |  |  |  |
| Subject headings listed in resources located |  |  |  |
| Apply limits to define search   * Time frame * Resource type * Ful text |  |  |  |
|  |  |  |  |

**List the resources and evaluation on the following pages. Evaluate each resource for**

* **Purpose,**
* **Authority,**
* **Scope,**
* **Format and**
* **Audience.**

|  |  |
| --- | --- |
| **Result** | **Evaluation** |
| Books accessed via the library catalogue | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| eBooks | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **Forma**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| Online database resources – Journal articles | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| eResources | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| Websites | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| Personal contact resources from people you have emailed or spoken to | |
| **1** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **2** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |
| **3** | **Purpose**  **Authority**  **Scope**  **FormaT**  **Audience** |

Is an additional search strategy required after evaluating the resources?

#### Rationale: Does the information meet the customer’s needs?

### Referrals – Who else can the customer contact to get other information?

|  |
| --- |
| Organisations/associations: |
| Additional research suggestions: |
| Training options: |
|  |
|  |

#### Present the information to the customer in the required format and time frame:

|  |  |  |  |
| --- | --- | --- | --- |
| **Inform customer:** | [Preferred method] | **Date completed:** | [Enter a date] |
| **Completed by:** |  | | |