Memorandum of Understanding for Systematic Reviews

[DESCRIPTIVE TITLE] SYSTEMATIC REVIEW

*MEMORANDUM OF UNDERSTANDING (MOU)[[1]](#footnote-1) between*

*[PARTNER]*

*and*

*UT Arlington Libraries*

*This is an agreement between [Names and Institutions/Departments (“PARTNERS”)] and UT Arlington Libraries (“The Library”) on the [SHORT TITLE]*

1. **Purpose & Scope**

The Library is committed to doing the best work possible to be sure your systematic review is given full consideration and the attention it deserves. We look forward to working with you on your project. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the systematic review. This also serves as its planning document. The more information you share with the librarian(s), the better they can assist you. Our goal is to follow established guidelines so that your review is accepted for publication.

1. **Definitions**

A systematic review is a lengthy and complex process for determining literature on a pre-identified topic.

1. **Background**

[Background that led to the project including all work already completed by partner or library.

All contextual information goes here.]

**IIIC. External Funding**

If [PARTNERS] apply for external funding, The Library requests to be listed as an investigator on the grant application. This ensures our participation as technical advisers and information experts. The Library will advise on all relevant matters, which may include technological limitations, amount of time required, and aspects of the budget. When The Library employee is listed as an investigator, then The Library will commit to all requirements as laid out in the award.

1. **PARTNERS’ responsibilities under this MOU**

PARTNERS shall

* Conform to the Collaborators’ Bill of Rights Listed in Addendum 1
* [Abide by the previously agreed upon timeline in Addendum 2]
* Guarantee authorship, with appropriate attribution as coauthor
* Meet with the Library to establish systematic search methods
* Provide advice and direction for the search
* Agree upon a final protocol including a list of databases and search terms, before commencing with the systematic review
* Screen articles according to established standards
* Complete analysis of included studies via established standards
* Keep the Library involved in the systematic review from beginning to completion
* Document all work and lead the writing process
* Write the Introduction/Background, Results, and Conclusion sections
* Give notice before final documentation and manuscript are submitted to a publisher

1. **UT Arlington Libraries’ Responsibilities under this MOU**

The Library shall:

* Conform to the Collaborators’ Bill of Rights Listed in Appendix 1
* [Abide by the previously agreed upon timeline in Addendum 2]
* Meet with the research team to establish systematic search methods
* Translate the research question into an appropriate search strategy
* Actively seek researcher feedback in developing the protocol
* Publish the protocol (optional)
* Conduct the literature searches
* Organize, customize, and manage the reference management software
* Obtain and provide access to articles’ titles, abstracts, and full text, including all interlibrary loan (ILL) requests
* Periodically update the research team on search status
* Share any and all information gathered from the search
* Maintain records of search results and follow up with alerts and updates as needed
* Document all work and assist with the writing process
* Write the Method section and add relevant documentation to the Results and Conclusion sections

1. **Contingencies**

Both parties recognize that deadlines are critical to the project’s success, however both parties recognize that missed deadlines may occur. If either party misses a previously agreed upon deadline, then the other party has the option to extend the timeline. A mutually agreed upon adjusted timeline will replace Addendum 2.

1. **Effective Date and Signature**

This MOU shall be effective upon the signature of PARTNERS’ and The Library’s authorized officials. It shall be in force from DATE to DATE.

[PARTNERS] and the Libraries indicate agreement with this MOU by their signatures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Library representative’s name]

[Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Partner B Name]

[Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Addendum 1: Collaborator’s Bill of Rights[[2]](#footnote-2)**

1) All kinds of work on a project are equally deserving of credit (though the amount of work and expression of credit may differ). And all collaborators should be empowered to take credit for their work.

2) The community should default to the most comprehensive model of attribution of credit: credit should take the form of a legible trail that articulates the nature, extent, and dates of the contribution. (Models in the sciences and the arts may be useful.)

a) Descriptive Papers & Project reports: Anyone who collaborated on the project should be listed as author in a fair ordering based on emerging community conventions.

b) Websites: There should be a prominent link to another webpage, e.g. “About Us” page, from the main website or homepage which credits with PIs or project leads listed first. This should include current staff as well as past staff with their dates of employment.

c) CVs: Your CV is your place for articulating your contribution to a collaboration. All collaborators should feel empowered to express their contributions honestly and comprehensively.

3) Universities, museums, libraries, and archives are locations of creativity and innovation. Intellectual property policies should be equally applied to all employees regardless of employment status. Credit for collaborative work should be portable and legible. Collaborators should retain access to the work of the collaboration.

**Addendum 2: Timeline [(Optional)]**

**Addendum 3: Project Recommendations [[(Optional)]**

**Addendum 4: Costs [(Optional)]**

* [Paid access to a database for the systematic review]
* [Costs billed to outside researchers for use of information specialist]

**Addendum 5: Estimate of Institutional Support [(Optional)]**

Eventually this will be replaced with a document documenting the library’s monetary commitment. This will show the library’s investment including

* Man hours both at current salary rate and market rate with demonstrated return on investment by using the library
* Also include major financial commitment (which may include server space, material cost, etc.)
* Can be used as a document to demonstrate institutional support for grant applications

Useful for the library to show support for our community

**Addendum 6 (and Beyond): OTHERS [(Optional)]**

[Anything discussed but not included in the MOU that you would otherwise want documented]

1. [Adapted from HLWIKI Canada](http://hlwiki.slais.ubc.ca/index.php/Memorandum_of_understanding_for_systematic_reviews) [↑](#footnote-ref-1)
2. Adapted from Media Commons Press. (2011). Collaborators’ Bill of Rights. Retrieved 2015, from http://mcpress.media-commons.org/offthetracks/part-one-models-for-collaboration-career-paths-acquiring-institutional-support-and-transformation-in-the-field/a-collaboration/collaborators’-bill-of-rights/ [↑](#footnote-ref-2)