Literature Searching Policies for the MSU College of Nursing

The search policies below were created by the Library Liaison for Nursing at the MSU Libraries to help explain and clarify her role in literature searching for faculty and students in the College of Nursing.

Any questions should be directed to Heidi Schroeder, the MSU Library Liaison for Nursing (hschroed@msu.edu).

For Faculty:
- Heidi is able to complete literature searching for MSU CON Faculty.

How to Submit a Request:
- To initiate search requests, please fill out the online literature search form.
- If you need assistance or have questions about the form, please call 517.884.0899 or email hschroed@msu.edu.
- The search request should come directly from the faculty member (whenever possible) and not from students or administrative/research assistants.

Timeline and Other Information:
- Please contact Heidi as far in advance as possible.
- Literature searching requests for grant proposals, review (including systematic review) projects, and other major publications or projects should be placed at least one month in advance – these types of searches can take quite a bit of time.
- If you need last minute or emergency searching, please contact Heidi – the team of health sciences librarians will work hard to accommodate requests.
- For many requests, especially those that require complex, in-depth searching (grant proposals, publications, presentations, etc), Heidi may ask follow-up questions via email, or want to speak directly to the faculty member over the phone or in-person. This direct communication will help Heidi understand and execute searches thoroughly.

For Students:
- Heidi does NOT do searching for students, but is happy to teach students search skills and assist them with searching.
- Students who would like assistance with searching should contact Heidi via email (hschroed@msu.edu).
- The best way to help students with searching is probably through an in-person meeting but due to the many online/distance nursing students, many remote options are available (web conferencing, phone, chat, and email).
- If you’re a faculty member interested in preparing a group of students for searching for a specific course assignment or project, please email Heidi.

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