

University of Kentucky

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Using AirTable for Team Based Project and Systematic Review Management

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USING AIRTABLE FOR TEAM BASED PROJECT AND SYSTEMATIC REVIEW MANAGEMENT

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PROPOSAL

The Covid-19 lockdown in March 2020 led to a pause in health research at academic medical centers. Many researchers turned to systematic reviews as a means for continuing their research productivity virtually. As a result, the Medical Center Library at the University of Kentucky had an increase in the number of requests for systematic review assistance. To help manage this increased workload we utilized Airtable, an online platform for creating and sharing databases. We will describe how we modified an existing template to suit our needs for tracking each project from start to finish. Attendees will learn how tips for adapting Airtable for their unique needs.



BACKGROUND

OUR EXPERIENCE

- Faculty and clinicians needed to continue their research productivity
- Systematic reviews and other evidence synthesis projects provide a way for them to stay productive in the virtual environment
- Trend in health science libraries

"My library also experiences increased requests for systematic review or research synthesis services from both faculty and students. The research synthesis projects provide great opportunities for faculty to collaborate and stay productive while working remotely." (Mi, et al, 2020)

A survey of 266 hospital librarians found that their number of search requests increased 35% between February and August 2020. (Teolis, et al, 2021)

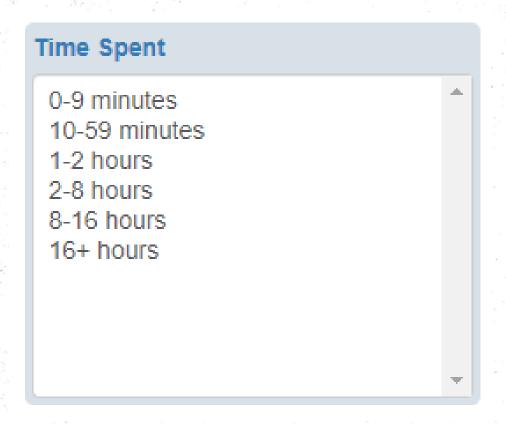
WHAT IS A SR?

	Literature Review	Systematic Review
Definition	Qualitatively summarizes evidence on a topic using informal or subjective methods to collect and interpret studies	High-level overview of primary research on a focused question that identifies, selects, synthesizes, and appraises all relevant high-quality evidence
Goals	Provide a summary or overview of a topic	Answer a focused question and eliminate bias
Timeline	Weeks to months	A year to 18 months on average, often longer
Team	One or more	Three or more

TRACKING SR ACTIVITIES

SPRINGSHARE LIBANSWERS & LIBINSIGHTS

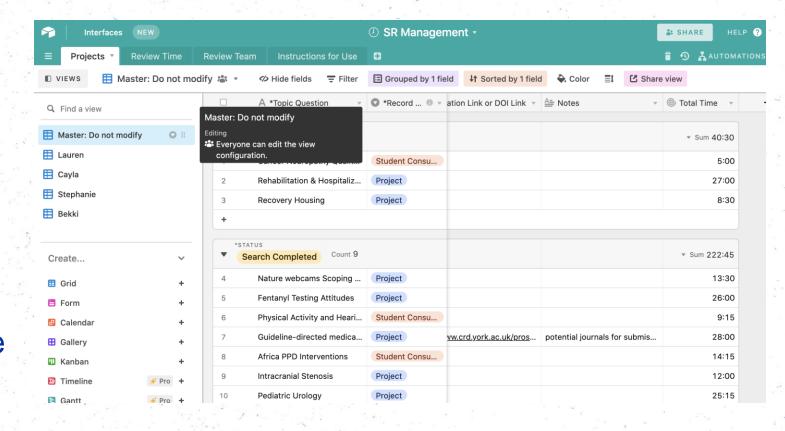
- Using the library system wide program for reference question with no way to modify the time spent options
- Too many details in the "Internal Notes" field and not sortable
- No customizable form
 - Consults in another system
 - Follow ups



AIRTABLE TRANSITION

CUSTOMIZING THE TEMPLATE TO FIT OUR NEEDS

- During the University of Michigan Systematic Review for Librarians course, they shared their template for tracking systematic reviews.
- UofM made this template available to participants.
- UK MCL customized the systematic review AirTable template to meet our needs.



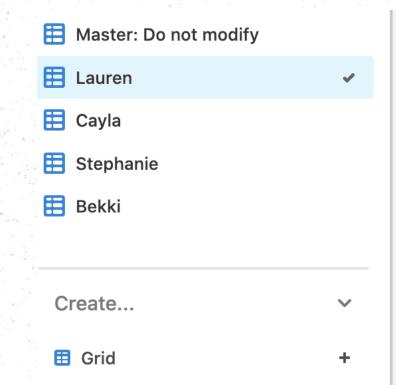


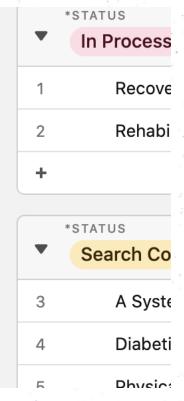
CUSTOMIZING THE TEMPLATE TO FIT OUR NEEDS

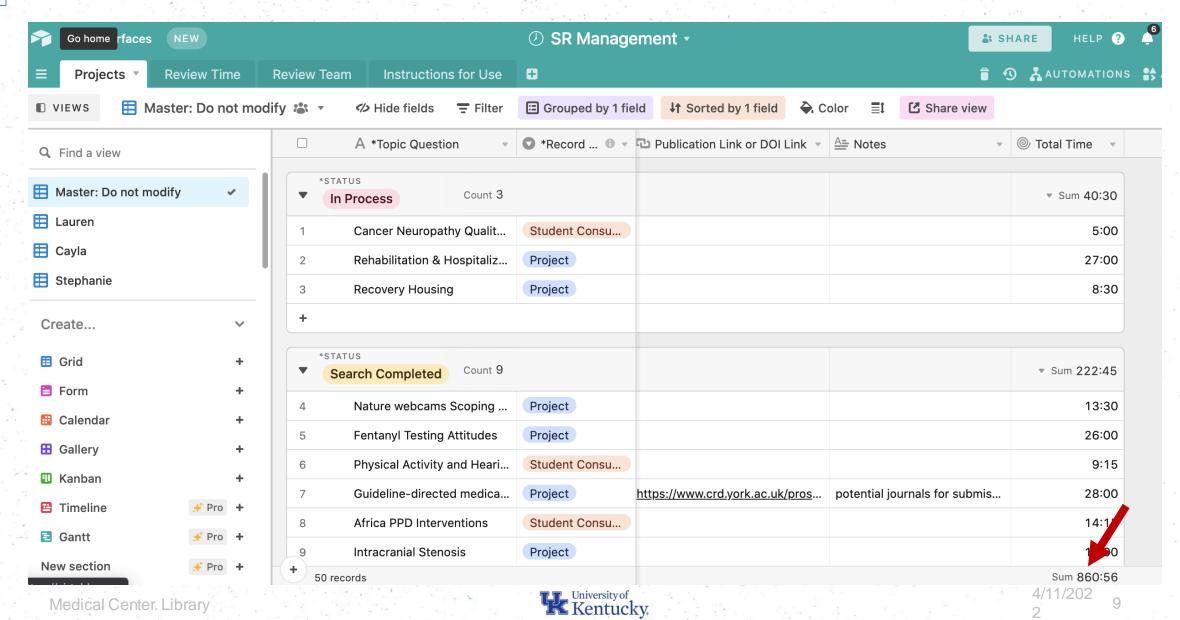
We customized by:

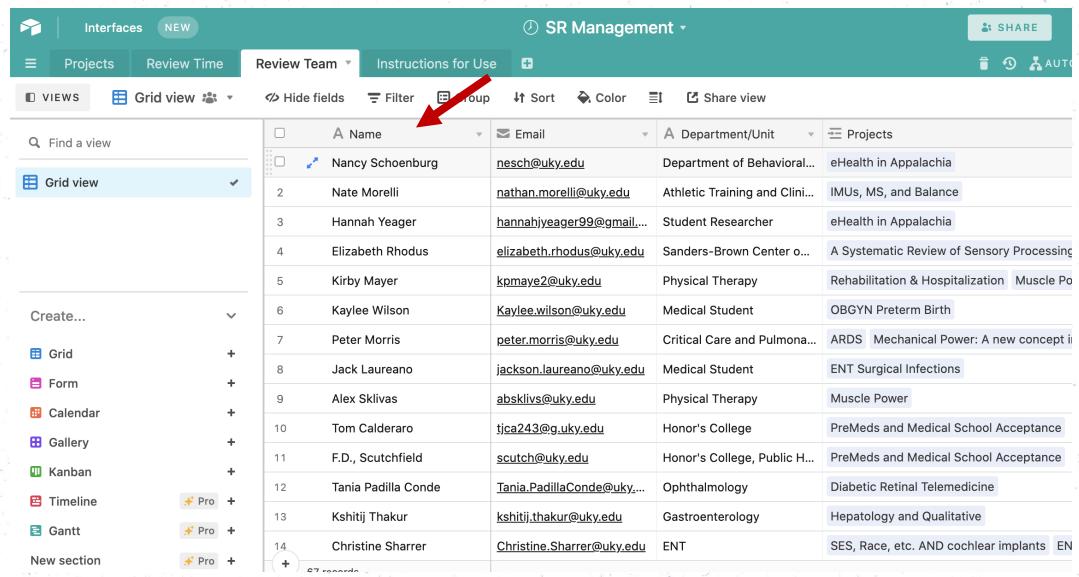
- Adding multiple contributors
- Adding student consults to the project type sections
- Adding more options to track where in process the SR was located (i.e., writing methods, writing complete, unknown status, etc.)

We also customized the template so that each librarian could track their hours of work individually.

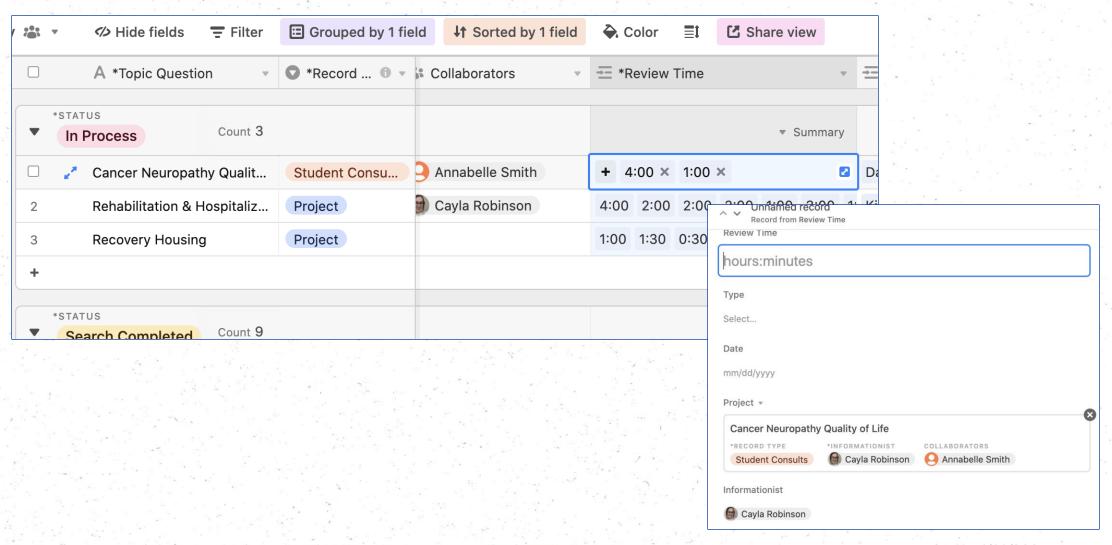




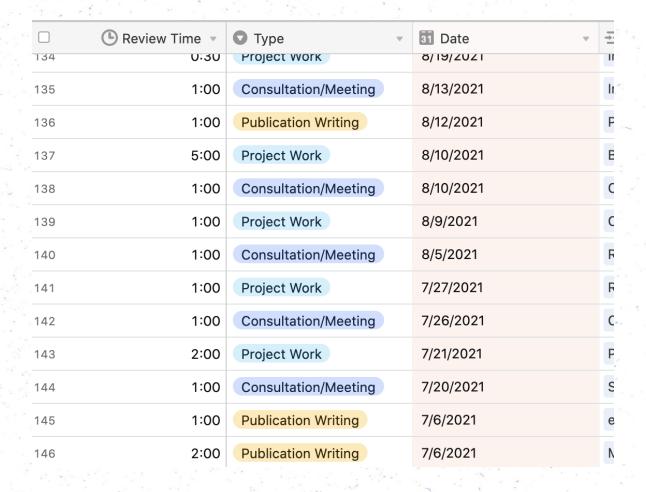












Medical Center, Library



4/11/202

AIRTABLE LIVE DEMO

ADAPTING AIRTABLE FOR UNIQUE NEEDS

BENEFITS OF AIRTABLE

COLLABORATE

Collaborate with internal AND external team members

CUSTOMIZE

Customize to collect valuable data missed by institutional statistics

LOBBY

Use evidence to lobby for service development or expansion, additional support, etc.



NOT ONLY FOR SYSTEMATIC REVIEWS

- Our case shows a single example of customizing one template
- Hundreds of free customizable templates available for different projects
- Projects such as:
 - Event planning
 - Workshop series planning and development
 - Marketing/outreach campaigns



Content Calendar

Content calendars (often known as editorial calendars) are essential for production teams of all sizes and...



Social Media Calendar

World-class social media teams move fast. Part content calendar, part culture calendar, this social template helps you...



Marketing Campaign Trac...

Performance marketing campaigns can get complicated. But thanks to this template, tracking those campaigns doesn't need t...



Content Operations

Behind every great content marketing team is a complex web of processes—often known as content operations. These...



Blog Editorial Calendar

Even the most battle-hardened editorial team needs a plan of attack. And that plan is called an editorial calendar. It's a crucial...



Event Planning

Managing events is one part coordination, one part collaboration, and one part fire juggling. This template helps you catalog...







QUESTIONS?

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Teolis, M. G., Poletti, E. J., Creazzo, J., Steele, F. N., Castelli, D., & Mokonyama, J. (2021). Hospital Librarians Meet the Challenges of the COVID-19 Pandemic. *Medical reference services quarterly*, *40*(4), 408–420. https://doi.org/10.1080/02763869.2021.1987805

Ayeni, P. O., Agbaje, B. O., & Tippler, M. (2021). A Systematic Review of Library Services Provision in Response to COVID-19 Pandemic. *Evidence Based Library and Information Practice*, *16*(3), 67–104. https://doi.org/10.18438/eblip29902

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https://docs.google.com/document/d/19CHUvFVOK97gNnOJiTZayBKrUbbL7sV3d3YJ1Ri42eA/edit

Template Link:

https://airtable.com/appUoMcg9PualxCB8/tblbLE2VmQHfXEXGD/viwx2YPYiDJqt3zBr?blocks=hide

