

**Technical Note  
N.02/2020**

# Guidance for cooperating with COVID-19 response initiatives in BIREME and telework in the LILACS and VHL networks

**Objective:** To guide the work of LILACS and VHL network on how to access to BIREME systems from their residences during the telework period and cooperate with COVID-19 response initiatives in BIREME.

**Recipients:** LILACS and VHL Network coordinators, cooperating centers and journal editors

**Methodology:** all

**Creation Date:** 27/03/2020

**Content:** methodological

**System:** BIREME

**Update Date:**

## Introduction

Considering the quarantine necessary for the well-being and health of all BIREME and LILACS and VHL networks members and their families, telework has become the answer to the continuity of technical cooperation actions and also for the response to the COVID-19 pandemic in Latin American and Caribbean countries.

## Highlights for COVID-19 information services on VHL and institutional libraries portals

It is recommended to create a highlight on the VHL portals with a link to the Coronavirus Window of Knowledge and to create a search strategy that facilitates the retrieval of documents on this subject. Examples of highlights created:



Figure 1 - VHL Regional Portal - link to the window of knowledge



Figure 2 - VHL Cancer Prevention and Control Portal - search strategy



Figure 3 - VHL Colombia Portal - link to the Window of knowledge

Related links:

- COVID-19 Window of Knowledge: [https://bvsalud.org/vitrinas/en/post\\_vitrines/novel\\_coronavirus/](https://bvsalud.org/vitrinas/en/post_vitrines/novel_coronavirus/)
- Banner Images: <http://red.bvsalud.org/es/recursos-para-destacados-en-portales-de-las-redes-lilacs-y-bvs/>
- Coronavirus search strategy: [https://bvsalud.org/queries/search\\_strategy/coronavirus-covid-19/?l=en\\_US](https://bvsalud.org/queries/search_strategy/coronavirus-covid-19/?l=en_US)
- Recording of the session on COVID-19 search strategy and Referencist Network (in Portuguese): <http://red.bvsalud.org/refnet/>

**Important:** each VHL coordination should adapt the search strategy according to the theme of the VHL, as the VHL Cancer Prevention and Control did.

## Relevant documentation to be registered in LILACS and VHL sources of information

**About COVID-19 disease:** treatment, transmission and diagnosis, prevention and control, epidemiology, preparation and response for health services, social, economic and health impacts (mental and physical health during periods of quarantine or in the care for the population, burn out syndrome, impact on health services and others).

**About SARS-CoV2 virus:** physiology, classification, chemistry, metabolism, isolation, growth and development, ultrastructure, immunology, enzymology, genetics, radiation effects, drugs and pathogenic effects of the virus.

**Types of documents for register in LILACS and VHL national and thematic databases:** guides, guidelines and protocols for patient care, contingency/response plans, developing research and first published results, technology assessment reports and economic assessments and other types.

Most of this documentation will be registered as unconventional document and journal articles.

Examples of documents already registered in [LILACS](#) (strategy registered in the repository until March 25, 2020)

**Types of websites to register in LIS – Health Information Locator:** pages and portals dedicated to health professionals and the general population that contain data related to health, revealed fake news (myth busters), epidemiology, status of evolution of the pandemic, image bank, information for diagnosis and prevention, and others.

Examples in the [LIS](#) portal and in the [LIS search interface](#).

**Types of media to register in the Multimedia Catalog:** videos, presentations, photos, images of folders, posters, images used in social networks. The content is infographics of health care protocol, protection when leaving quarantine, hygiene of post-return of external environment, questions and answers about the most common doubts of the population (myth busters), and others. An important criterion is that the visual aspect overlaps the textual and often that source brings information to the general public.

Examples of videos, presentations and images included in the [Multimedia catalog](#).



**Indexing of all** registered publications should follow Technical Note 01/2020 – Indexing of documents on COVID-19 and Coronavirus of Severe Acute Respiratory Syndrome 2 (SARS-CoV-2)

## Reviewing records that can no longer be valid and need to be reviewed and corrected

**Directory of Events:** We request that users who created event records review whether the event was **canceled** or **postponed**. In case of cancellation, enter the registration of this event and change from the status of the record to "Deleted". If the event has been postponed, edit the date according to the new disclosed date. If there is no new date yet, keep the record as is and review it when the event is closest.

If there is a need to review records on other databases, please refer to [bir.fir@paho.org](mailto:bir.fir@paho.org) or [bir.lilacs@paho.org](mailto:bir.lilacs@paho.org).

## Access to the systems

All BIREME systems can be accessed by internet browser. **Google Chrome** and **Mozilla Firefox** browsers are recommended.

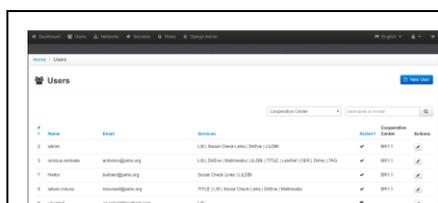


Figure 4 – BIREME Accounts user

### BIREME Accounts – <https://accounts.bireme.org/>

Used to manage user information by cooperating centers and, for coordinating centers, the management of the network of cooperating centers, creation of users and definition of access permissions to the information sources.

The user and password are the same for BIREME Accounts and FI-Admin.

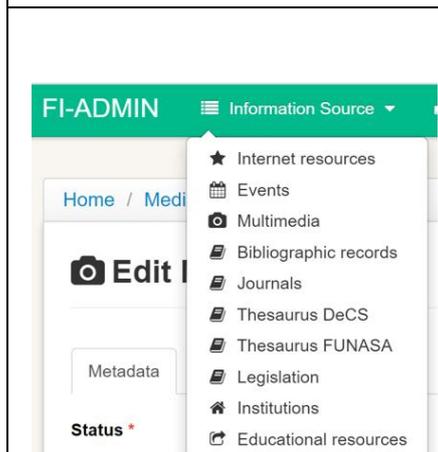


Figure 5 - Menu of information source types in FI-Admin

### FI-Admin – <https://fi-admin.bvsalud.org/>

Used to contribute to VHL information sources. Select the option based on the type of information to be registered:

- **Bibliographic records** – to contribute to LILACS database, national and thematic databases (BDEF, BBO, IndexPsi, Mosaic, BIMENA, BDNPAR, COLNAL, LIPECS and others);
- **Legislation** – to contribute to the SES/SP, LegisPY, Normatividad Peru and other bases of legislation databases;
- **Internet resources** - to contribute to the LIS catalogue;
- **Multimedia** – to contribute with videos, presentations and images to the catalog;
- **Events** – to contribute with congresses, symposia, meetings and other types of events open to public participation;
- **Educational resources** – to contribute with courses, modules, classes and teaching activities available for public access. This source is generally for members of the Virtual Campus for Public Health – VCPH network.

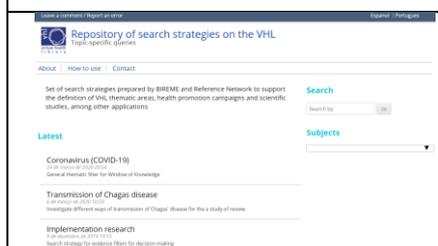


Figure 6 - Repository page

**Repository of search strategies in the VHL:** Collection of search strategies developed by BIREME and the Referencists Network to support the construction of thematic areas for VHL instances, commemorative dates or health promotion campaigns, studies with analysis of scientific production, among other applications. To contribute contact [bir.online@paho.org](mailto:bir.online@paho.org) the topic "Strategies for RefNet".

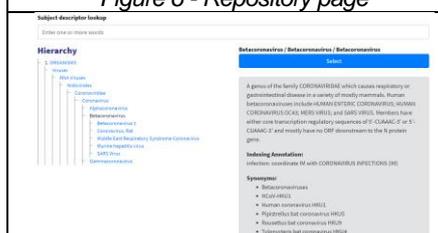


Figure 7 - DeCS service in FI-Admin

**DeCS/MeSH - Descriptors in Health Sciences:** Controlled Vocabulary which is an expanded version of Medical *Subject Headings* – In addition to the service within the FI-Admin system, it can be accessed on the DeCS portal: <http://decs.bvsalud.org/>.

Other important portals:

- **Directory of Cooperative Network:** contact information of the cooperating centers of the VHL, LILACS and BIREME projects: <http://centros.bvsalud.org/?lang=en>
- **VHL Network Portal:** information about the network with course news, ongoing activities, guides and manuals of information source methodologies: <http://red.bvsalud.org/>.
- **RedDes:** information about the systems developed by BIREME with links to projects on GitHub: <http://reddes.bvsalud.org>.

- BIREME Newsletter: news of the most important activities carried out by BIREME in the last month: <http://boletin.bireme.org/>.

## Contact List

### BIREME Areas:

- Users Interface: [bir.online@paho.org](mailto:bir.online@paho.org)
- LIS (internet resources), DirEve (events), Leyes (Legislation) and Multimedia Sources: [bir.fir@paho.org](mailto:bir.fir@paho.org)
- LILACS: [bir.lilacs@paho.org](mailto:bir.lilacs@paho.org)
- SeCS Catalog: [bir.secs@paho.org](mailto:bir.secs@paho.org)
- VHL Network Directory: [bir.cadastro@paho.org](mailto:bir.cadastro@paho.org)
- VHL projects and instances: [bir.modelo.bvs@paho.org](mailto:bir.modelo.bvs@paho.org)

Discussion groups (only registered members can send e-mails to these groups):

- VHL Network: [red-bvs@googlegroups.com](mailto:red-bvs@googlegroups.com) (for librarians and information professionals of the VHL, LILACS and specific projects)
- LILACS Editors: [editores-lilacs@googlegroups.com](mailto:editores-lilacs@googlegroups.com) (for editors and editorial team of the journals indexed in LILACS)
- LILACS Coordination: [coord-lilacs@googlegroups.com](mailto:coord-lilacs@googlegroups.com) (for LILACS Network Coordinators)
- Developers Network Community: [comunidad-reddes@googlegroups.com](mailto:comunidad-reddes@googlegroups.com) (for information technology professionals)



It is recommended to send emails to institutional contacts and avoid sending to emails for professionals individually due to the possibility of technical or unforeseen difficulties. Sending to institutional emails allows more than one professional to respond to the needs of members of the networks.

### Social networks:

#### BIREME

- Facebook: <https://www.facebook.com/BIREME/>
- Twitter: <https://twitter.com/bireme>

#### VHL Network

- Twitter: [https://twitter.com/Red\\_BVS](https://twitter.com/Red_BVS)
- YouTube: <https://www.youtube.com/channel/UCbFox-neV7EwiFWFZVil2TQ>
- SlideShare: [https://es.slideshare.net/Rede\\_BVS](https://es.slideshare.net/Rede_BVS)

#### LILACS Network

- Twitter: <https://twitter.com/redelilacs>

#### RedDes Community

- Facebook: <https://www.facebook.com/ComunidadRedDes/>
- Twitter: <https://twitter.com/ComunidadRedDes>

## **Annex I - Tutorials for immediate reference:**

### **BIREME Accounts and FI-Admin Systems:**

Introduction to BIREME Accounts and FI-Admin systems and data security (in Portuguese)

- Recording: <https://bit.ly/2QkJCLu>
- Presentation: <https://bit.ly/2VIVP73>

Revision and indexing of LILACS-Express status records and selection of VHL databases (cooperative cataloging) (in Portuguese)

- Tutorial: <https://bit.ly/2wiAgJg>
- Recording: <https://www.youtube.com/watch?v=sgYxoAfAjJQ>
- Presentation: <https://bit.ly/2IWJtdg>

Creation of journal article records in the FI-Admin system (in Portuguese)

- Recording: <https://bit.ly/3b4Zx8O>
- Presentation: <https://bit.ly/3b5abfw>

Creation of thesis and dissertations records in the FI-Admin system (in Portuguese)

- Recording: <https://www.youtube.com/watch?v=LHWDmF576eA>
- Presentation: <https://bit.ly/33svOnm>

Creation of monograph records and unconventional documents (grey literature) in the FI-Admin system (in Portuguese)

- Recording: <https://www.youtube.com/watch?v=UmwOSnDoKcQ>
- Presentation: <https://bit.ly/2UsknZ9>

Indexing of Documents on Coronavirus according to LILACS methodology (in Spanish)

- Recording: <https://youtu.be/ZE2yxsfNORU>
- Presentation: <https://bit.ly/33P698N>

### **VHL Search Strategy Repository:**

Creating records in the VHL Search Strategy Repository (in Portuguese)

- Tutorial: [http://red.bvsalud.org/wp-content/uploads/2019/06/Tutorial\\_Repository\\_Estrategias\\_BVS\\_v1.pdf](http://red.bvsalud.org/wp-content/uploads/2019/06/Tutorial_Repository_Estrategias_BVS_v1.pdf)
- Playlist of recordings: [https://www.youtube.com/playlist?list=PLZkQ-JIKvi\\_0L\\_FRuP3ca0BB4ttY3gk9w](https://www.youtube.com/playlist?list=PLZkQ-JIKvi_0L_FRuP3ca0BB4ttY3gk9w)