

Library Access

The Galter Health Sciences Library & Learning Center serves the faculty, staff, residents, and students of Feinberg School of Medicine at Northwestern University. The library is **not** open to the general public (see list, [Other Health Sciences Libraries in Chicago](#)). Individuals without affiliation must have prior approval to use the library (outlined below) and must register at the library's front desk when they visit the library. They must also wear a visitor badge issued at the Ward or Searle Building security desks. The table below defines privileges for each user type.

Affiliation	Type of ID	Check out materials?	Interlibrary Loan	Photocopy services	Searches & Systematic Reviews	Off-campus Access
Feinberg Faculty, Staff, Resident, or Student	WildCard or affiliated hospital badge	Yes	Yes	Yes	Yes	Yes
Other NU Faculty, Staff, or Student	WildCard	Yes	No	No	No	No
Feinberg Alumni*	Feinberg Alumni Card	Yes	No	No	No	No
Other NU Alumni	Alumni Association Card	No	No	No	No	No
NMH Staff	Hospital Badge	Yes	No	No	No	No
SR AbilityLab Staff**	Hospital Badge	Yes	No	No	No	No
Lurie Children's Staff**	Lurie Children's badge	Yes	No	No	No	No
Lake Forest Hospital Staff**	LFH badge	Yes	No	No	No	No

Contractors	WildCard with Contractor Status	No	No	No	No	No
Visiting PhD or Medical Student	letter from NU Sponsor	Check with front desk	No	No	No	No
InfoPass holder	InfoPass - requires prior approval granted to the requesting library for one time access.	N/A				

***Feinberg alumni are welcome to contact us for brief reference assistance.**

****Feinberg School of Medicine faculty and residents who work at Lurie Children's, SR AbilityLab, Lake Forest Hospital, or other Northwestern Medicine locations have off-campus access privileges (i.e. remote access to online resources using their NU NetID). Staff and physicians without a Feinberg School of Medicine faculty appointment do not.**

Learn more about [Online Resource Access](#). For categories not mentioned in the above access grid, contact User Services at (312) 503-8126.

Guest or Visitor Privileges

Occasionally, it may be necessary to request privileges to the Galter Health Sciences Library & Learning Center for an individual, i.e., a long-term visitor or a special employee, who is not a regular staff or faculty member of Northwestern University or the McGaw Medical Center. Requests for privileges should include:

- Name of the visitor(s) and name of the supervisor, sponsor or host in the department.
- Duration of the visit or appointment.
- A statement of whether library privileges should include borrowing, online resources access, or inhouse use only.

If borrowing or services privileges are requested, provide the name of the Northwestern faculty or staff member who is responsible for the visitor. This name will be listed jointly on the library's record and this person will assume responsibility for the visitor's borrowing activity, fines or bills. Borrowing privileges are extended to individuals who will be here three months or longer only. Access to electronic resources is available to visitors only on campus. Temporary guest NetID logins are issued at the Galter Health Sciences Library Circulation Desk.

Requests for privileges should be sent to:

Library Deputy Director
 Galter Health Sciences Library
 Ward 2-212
 Chicago campus

Mailing address:
 303 East Chicago Avenue
 Chicago, IL 60611

Fax: 312-503-1204
 Phone: 312-503-8133

You will be notified of the library's decision and we will be happy to arrange a tour or orientation for the new library user.

Please contact Library Administration if you have any questions.

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