Check Out Materials

Introduction

The Circulation desk is located at the entrance of the library. Here, users can check out books, as well as pick-up books requested through interlibrary loan. Reserve materials are also located at the Circulation Desk.

Lending Periods

(for all authorized borrowers, regardless of status)

Books 12 weeks with two 14 day renewals by phone allowed if not recalled; users may now renew books electronically through the catalog.

Journals (bound or unbound) 2 hours

Reserves 2 hours, use in library only except reserve books can be taken out overnight if checked out within 2 hours of library closing. The checked out item(s) must be returned within 30 minutes of the library opening the next day.

Anatomical Models Use in library only except that instructors may make arrangements to check out a model for use in class. Please inquire at the Circulation desk (503-8126) for more information.

Audiovisuals Some materials may be checked out, including videos and audiotapes not on reserve. These circulate for one week. This collection is located in the Reference Room.

Recall a Book that is Checked Out

Is the book you want checked out to someone else? You may recall the book using this form.
You may also recall a book by contacting the Galter Library Circulation Desk at 312-503-8126.

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**Charges for Overdue or Non-returned Items**

**Overdue items**

- Books: $15.00 flat fee for each volume after 30 days past due date
- Journals: $.60 per hour per volume up to $50.00
- Reserve Materials: $.60 per hour per volume
- Equipment: $10.00 per day up to $50.00 maximum

**Lost or missing:** $25.00 (flat fee) plus replacement costs

**Non-returned items:** University records will be blocked until items are returned or fees are paid in full.

You can contact the Circulation Desk at 312-503-8126/8127.

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