Frequently Asked Questions (FAQs)

Introduction

Here you will find the answers to some frequently asked questions about Galther and using its services and resources. Use CTRL + F to help you find what you need. If you don't find what you're looking for, please contact us. The FAQs are categorized in the following way:

- New Library Users
- Accessing Library Resources
- E-Journals
- EndNote
- GalterLists
- NUPrint
- Research Support and Library Services

New Library Users

Where is the Galter Health Sciences Library?

Galter Health Sciences Library is located at 303 E. Chicago Avenue (1st floor of the Montgomery Ward Building) on Northwestern University's Chicago campus.

What are the library hours?

Monday - Thursday 8am - 11pm
Friday 8am - 9pm
Saturday 10am - 6pm
Sunday 1pm - 9pm

Any variations in hours will be posted.

How do I contact the library?

Library Administration (312) 503-8133
Billing/Accounts (312) 503-8133
Cataloging (312) 503-8125
Circulation (312) 503-8126/8127
Donations to the Library (312) 503-1912
Education and Library Classes (312) 503-8109
What do I need to check out books or other materials?
You will need to present your Northwestern University WildCARD or library barcode to borrow materials from the library. If you are employed at an affiliated hospital, you can obtain a library barcode from the circulation desk at Galter Library or the library at your institution.

How long can I borrow books and materials?
The lending period for books is 12 weeks.

Do I need to come to the library to renew my book?
No. Use the library catalog to renew items. Choose the option titled “Your NUcat Info. Renew Items” and follow the directions to renew your materials online.

How do I order an article or book that the library does not have?
To request an article or book not owned by Galter Library you must fill out an Interlibrary Loan (ILL) request form. You can Order an Article or Book here. If you are not already signed in to the library website, you will be prompted to do so. In general interlibrary loan requests are filled in about 1-2 weeks. If you need a quicker turnaround you may want to contact one of the other health sciences libraries in Chicago.

There is currently no charge for interlibrary loan requests to FSM faculty, staff, students, and residents.

- More about Interlibrary Loan (ILL)
- Fees for Services

Accessing Library Resources

How do I access e-journals while on campus?
There are a number of ways to access e-journals while on campus:

- If you already have a citation, go to the Galter Library home page and go to GalterSearch. Search for the journal title and access it directly.
- If you are searching MEDLINE using PubMed or Ovid, look for full-text links, where available. See the section below for further details on the full-text features in these databases.
- If you know the name of the journal you need, use GalterSearch to see if it is available in full-text.
How do I access e-journals while off-campus?
To access journals when off-campus, you must be signed in to the library website. This easy procedure authenticates you as a Galter Library affiliate and allows us to provide electronically-licensed content to you at an off-campus location. Once you have registered and signed in, use the Galter Library website as normal.

Who is eligible to access library resources from off-campus?
Although all Galter Health Sciences Library affiliates are eligible to use the library website, only current Feinberg School of Medicine faculty, staff, and students and staff at NMH and RIC are eligible to access library resources from off-campus. Lurie Children's Hospital physicians who hold a faculty appointment at the Feinberg School of Medicine and Lurie Children's residents are also eligible. See Access Privileges for full details.

I'm in an NU Chicago campus building. Why am I unable to access library resources?
As a general rule of thumb, the following Chicago campus buildings should be able to access most library resources without the need to sign in to the Galter Health Sciences Library website: NMH and any buildings considered part of the Medical Campus (Ward, Searle, Morton, Tarry). Other buildings may also have access. However, some resources are not accessible at RIC or NMH. Not all Galter e-journals are accessible from all locations on the Chicago Campus. Some publishers will only allow us to include one site in our license and that may not include NMH or RIC.

If you are at NMH, RIC, or NMG and are unable to access an e-journal, sign in to the library website. You will need a NetID and a library bar code to create an account. This should authenticate you as a Galter Library affiliate and allow you access to our electronic resources.

If you still experience problems, call the Reference Desk at (312) 503-8109 or email us.

I'm unable to access a journal in Ovid.
The Galter Library provides access to a number of journals through its Ovid databases: MEDLINE and Journals@Ovid. If you are on campus, you should have no problem accessing these resources and the full-text journal articles that are included within them. If you are off-campus, you need to sign in to the library website. As only a certain number of users can access the Ovid resources at any one time, you may receive a message indicating that the number of licensed users is maxed out. If you see this message, just try again in a few minutes. If you experience any difficulties, please call the Reference Desk at (312) 503-8109 or email us.

Why can't I access the article I want in an e-journal?
There a number of possibilities:

- The journal may not be accessible from your particular location. Sign in to the library website and try connecting to the journal again.
- Our subscription or licensing agreement may not cover the dates of coverage that you need. Many journals only go back a certain number of years and some journals (very few) will not offer access to their content during the current 12 months. This information should be listed in the journal record in GalterSearch.
- If you have signed in and are still unable to access a journal, call the Reference Desk at (312) 503-8109 or email us. It is possible that there is a problem with our access or the publisher's site is down.

I can't sign in to the Galter Library website to get off-campus access. What should I do?
Here are some tips to follow if you are unable to sign in to the Galter Library website:

- Are you registered to use the Galter Library website? If you are not registered, go to the Sign In/Create
I’ve forgotten my Galter Library website password. How do I find out what it is?

- On the Galter Library website, you use your NetID to sign in, so you will need to know your NetID password. If you do not know this or have forgotten it, see the NetID password reset guidelines.

Can I access NU Evanston resources by signing in to the Galter Health Sciences Library website?
Not all NU Evanston resources are accessible on the Chicago campus or by signing in to the library website. If you come across a resource in GalterSearch that appears to only be accessible from an Evanston location, you may still be able to access it if you have a net id (you will usually be prompted for a net id). See the NU Libraries Connectivity page for further details.

Can I access Galter Library resources if I am on the Evanston campus?
The Galter Library tries to include all campus locations when it licenses an electronic resource. Sometimes a publisher will only allow one site to be included, sometimes all campuses are eligible for access. You can find information about which NU locations can access a resource by checking GalterSearch. Many of our resources are accessible from the Evanston campus. However, if you come across a resource that cannot be accessed while on the Evanston campus, you should still be able to access it by signing in to the Galter Library website (if you are Feinberg School of Medicine faculty, staff, student, or resident).

E-Journals

How do I find out what journals or articles are available electronically? Is there an alphabetical list of electronic journals?
The quickest way is to use GalterSearch. You can search by title, keyword, author or subject.

We do not have an alphabetical list of our electronic journal collection.

Note: Not all our electronically-available journals are listed in PubMed. You should still check GalterSearch.

How do I tell what years are available electronically?
The years of coverage for each journal should display in the Links section of the journal record when you search for it in GalterSearch. If a title has any restrictions on its date coverage, such as the previous year’s worth of issues being unavailable, then that will be mentioned.

Why aren’t more years covered electronically?
Financial considerations usually determine which years are available electronically. Most journals are covered from the mid-90s onwards. Some content providers specialize in archival issues, such as JSTOR.

Why can’t I get a PDF of a journal article that’s available online?
Publishers offer their journals in HTML or PDF formats (and sometimes both). PDF (Portable Document Format) is usually preferable because it mirrors the print version, complete with images, typeface, and
Adobe Acrobat Reader software is required to view it (available on the Adobe website at no cost). No additional software is needed to view HTML articles. Unfortunately, the library has no control over which format the publisher offers, but the majority of publishers now offer their journal articles in PDF format, and you will find that older content is only available in HTML.

Why aren't all the journals available online through MEDLINE?
The library offers access to MEDLINE via two separate interfaces, Ovid and PubMed. Ovid MEDLINE provides full-text links to many titles in the library’s e-journals collection through Journals@Ovid and OpenLinks. PubMed provides access to many more titles through its LinkOut feature. Owing to licensing restrictions, not all publishers will provide links to their journals in MEDLINE. If you do not see a direct full text link in either version of MEDLINE, make sure to click on the Find it @ NU icon. This will often retrieve access to full text that might not be listed on the previous screen.

If the library doesn’t have an online version of the journal I want, what are my options?
- Use GalterSearch to see if the title is available online, on the Evanston Campus. If it’s on the Evanston Campus, you can request it through interlibrary loan at no cost to you.
- Place a request for an interlibrary loan. Turnaround time is usually 3 to 10 working days and the article will be made available for you to download in electronic format.

How do I request the library subscribe to a particular journal?
If you would like to suggest that the library acquire access to a particular title, then please fill out the Request an Item be Added to the Collection form.

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**EndNote**

**Introduction**

The following are some of the more commonly-asked questions about using EndNote. Other questions may be answered on the support pages available on the EndNote website or by contacting EndNote Technical Support. If you have a question or suggestion for an EndNote FAQ please email us.

The Galter Library has also created an EndNote Basics Guide. Many of your questions may be answered by reading this document.

**When I try to install EndNote, it asks for a product key. Where can I find that?**
There is no product key for the NU version of EndNote; neither can you upgrade to the NU version from a trial version. If prompted for a product key, stop the installation, return to the zipped folder on your desktop and follow the instructions below. If you have installed the trial version, you will need to uninstall it and then follow the instructions below:

When downloading EndNote from the NUIT website select "Save File". A zipped folder will be downloaded to your computer. Do not double click on the zipped folder. Instead, right click and extract the contents of the folder to a convenient file folder on your computer.

**I do not see the EndNote toolbar or commands in Microsoft Word.**
To get the Windows EndNote Cite While You Write (CWYW) commands to appear in Microsoft Word 97/2000/XP/2003/2007/2010, see the CWYW 1 on the EndNote FAQs website for instructions on how to fix this.
Can I create an EndNote library from a non-EndNote Word document?
Yes, this is possible, but it is quite labor-intensive. Essentially, there are 4 methods of doing this (we recommend the last method, using HubMed):

- Rearrange the reference data using your word processor so that it is in a format that EndNote can import.
- Copy and paste each piece of data from its source into the proper fields in EndNote.
- Enter the data manually by typing it into EndNote.
- Copy your references from a Word document or PDF and paste them into the HubMed Citation Finder then follow the detailed HubMed instructions (see steps below).
- Download the EndNote filter at HubMed.
- When downloaded, open in EndNote, then do a Save As (remove the word “copy” from the file name)
- Then go to the Citation Finder in HubMed.
- Copy and paste your list of citations into the box on this page. Important: the citations should already be a numbered list. They need to be separated in this way so the HubMed citation finder will parse them correctly.
- Click the Submit button.
- You will be asked if the citation list split correctly. If it did, click yes. If not, return to the previous page and fix the separation between the citations.
- When you click yes, the citations will be listed in an exportable format. If any citations aren’t found, they will be noted.
- Check all and choose “Export Citations”, then RIS for exporting to EndNote.
- A dialog will appear asking whether you want to open or save the file. Choose “Open with ResearchSoft Export Helper” if available, or select EndNote as the application to open it. As long as you have saved the EndNote filter in Step 2, the citations should export right to your EndNote library.

An additional method would be to search for each citation individually in the most likely database to hold the citation information, such as PubMed. Search using the EndNote interface or search PubMed directly and import the data into EndNote. Again, this is labor-intensive, but it may be the most accurate way of ensuring your data will be entered correctly.

Where can I acquire EndNote?
The university has purchased a site license for EndNote. The current version is EndNote X4. Current Northwestern students, faculty and staff with valid NetIDs can download EndNote from the NUIT website. If you do not know your NetID or are having problems downloading the software, please contact NUIT at consultant@northwestern.edu or (847) 491-HELP. Please follow the instructions below to the letter.

- Download EndNote (you will be prompted to sign in using your NetID and password).
- Note to Windows users: When downloading select ”Save File”. A zipped folder will be downloaded to your computer. Do not double click on the zipped folder. Instead, right click and extract the contents of the folder to a convenient file folder on your computer.
- After installing the software you should run the update to X4. In EndNote, go to Help > EndNote Program Updates and follow the on-screen prompts.
- If you are off-campus when installing EndNote, you will need to first connect to NU using VPN (signing in to the Galter Library website is not sufficient).

Can I create a separate library using the references in a bibliography created in EndNote?
There may be occasions where you want to copy all the references used in a Microsoft Word document to an EndNote library of its own. Perhaps you have a large EndNote library, but want to create a smaller EndNote library with only the subset of references used in your paper. This is called exporting a traveling library.

To do this:

**In Word 2007/2010**

- Click on the EndNote tab.
- Click on the **Export to EndNote** button and choose **Export Traveling library**.
- Export the traveling library to an existing EndNote library or a new EndNote library and click **OK**.
- If exporting to a new library name the library and click **Save**.

**In earlier versions of Word**

- Go to **Word>>Tools>>EndNote >>Export Traveling Library**.
- Export the traveling library to an existing EndNote library or a new EndNote library and click **OK**.
- If exporting to a new library name the library and click **Save**.

The traveling library does not contain Notes, Abstracts, Images, or Captions.

**My publisher will not accept a manuscript with an EndNote formatted bibliography. Can I still use EndNote?**

Yes you can.

- Create and format your bibliography as you would normally.
- From the **EndNote** menu in Word choose **Convert Citations and Bibliography > Convert to Plain Text**.
- When prompted to save the document, save it under a different name.

The new document retains the bibliography as text. There will be no links between this document and the EndNote library you used to create the bibliography in your original manuscript.

**When submitting a grant to the NIH, they require that the PMC number be included for all references. How do I do this?**

The NIH has revised their policy for submissions to require the PubMed Central reference number be included in documents submitted to the NIH. Take a look at **Import 15** on the EndNote FAQs for more information.

**Should I use a master library or create several smaller subject- or project-specific libraries?**

This is largely a matter of personal preference and may be dependent on how many people are working with the EndNote libraries and how organized you are. The EndNote producers recommend that users keep all their references together in one main or master EndNote library. This usually avoids hassles inherent in splitting references between libraries and then needing to have multiple libraries open in order to create a bibliography for one paper. Using multiple libraries can also become problematic if a number of people are working on the same project. Instead of making different specialty libraries, you will probably find it more useful to create one library and use the **Groups** function to help you organize and categorize your references. Using the Groups function will enable you to quickly move selected references to a specific group of references and navigate between groups of references.

**How do I link to the PDF of an article from a citation in my EndNote library?**

It is possible to either link to the URL of a document or attach files to an EndNote citation. The URL method would require that you are in a position to access the PDF of an article if the article is a licensed resource. In other words, you would
need to be on campus to link to the article. The other method - attaching a file - requires that you have saved the article as a file somewhere on your hard drive first or that you use the Find Full Text feature to attach it. Once attached, it can be opened anywhere as long as the native application (Word, Acrobat Reader, etc.) is on the same computer. Note: Attached files are copied and saved to the Data folder that was created when you started your EndNote library. The Data folder will have the same name as your library and can be found in the same directory where your library is saved.

- Right-click on the Reference and select File Attachments - Attach File.
- Locate the file on your hard drive and attach it.
- Remember that you need to have the object/file saved somewhere on your hard drive, shared drive, or on a disk before you attach it.

For instructions on configuring EndNote to attach PDFs for NU-subscribed resources using the Find Full Text feature, see the Advanced EndNote guide.

**How do I update my EndNote citations automatically with PMCID numbers?**

Check out these instructions.

**Can I sync my library on one computer with the library on another?**

If you use EndNote on different computers, you may want to sync your library from one machine to the other. One way is to just overwrite the library on one computer with the latest version that you've saved to a flash drive or emailed to yourself. Another option is to use EndNote Online (formerly Web), an online back-up for your EndNote libraries that allows you to sync libraries online from one computer and then re-sync to another computer with the same EndNote Online account. This is suitable for a home/work computer set up.

Check out this video on how to set up EndNote Web account and sync references. Another excellent guide is available here.

**How do I create an EndNote Online account so I can sync my library online?**

EndNote Online (formerly Web) is an online back-up and collaboration option for EndNote. An excellent guide and tutorial on how to do this is available here.

**How do I use EndNote with Pages for Mac?**

EndNote can be used very easily with Pages. Check out this handy video for details: http://www.youtube.com/watch?v=VDpiE286L0I

**Can I use EndNote when collaborating with colleagues on papers?**

Yes, you can, although there are different recommendations depending on your situation. The options are explained in this guide from the University of Adelaide.

**My in-text citations in Word have been replaced with mysterious code strings. What can I do?**

Field codes in your Word document can be activated for a number of reasons. If this happens, there's an easy fix. To remove the code for a single citation, right click on the code and click "Toggle Field Codes". To remove the field codes from the entire document, select Alt + F9 on your keyboard.

I cannot format the references in a Table (office word 2008 for Mac, and Endnote X2).
If you've inserted references within a table in Word and you receive this error message "A COM exception has occurred. The number must between", go into table properties for the table(s) in which the references are inserted and change the text wrapping to none. The user who reported this issue was running Word 2008 for Mac, EndNote X2, and OS X.5.6.

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**GalterLists**

**Why would I want to use GalterLists?**

GalterLists can be used to collect your favorite links and resources into one easily-accessible list. You can create as many lists as you want and keep your lists private or share them with others. One popular use of GalterLists is for reading assignments for departments, divisions, and journal clubs.

**Can more than one person edit a GalterList?**

At the present time, only the creator of a GalterList can edit the list. If you are creating a list to be shared with a group, make sure that the person who will be updating it is the same person who owns the list. If you leave and need to turn a list over to someone else, contact us so we can make that switch for you. If for any reason you need to step in as editor of a list that someone else started, contact us. There is a way for multiple people to contribute to a collection of resources which is similar to several people editing a list. See this section of the GalterLists guide for instructions.

**Can I search GalterLists?**

You can search titles and tags in GalterLists from the website search box on each library website page. After you perform your search, click on the Lists tab in the search results.

**Can I have more than one GalterList on my homepage?**

Yes, you can. It has always been possible to create multiple GalterLists, and now when you log in, you will see any lists that belong to you or that you have favorited in the left-hand column. Anything under My Lists can be edited by you. Anything under My Favorites belongs to another user and cannot be edited by you.

**How do I know if anything new has been added to my specialty?**

If we have recently added something to a Librarian-Created GalterList in your specialty, you will see a message on your signed-in home page indicating that there are new resources in your specialty. Click on the link in the message to be taken to these recent additions. At that point, you can add the resource to your GalterList if you so choose.

To find the answers to more of your GalterList questions, please see our comprehensive [GalterList guide](#).

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**NUPrint**

**What do I need to do to print today?**

First you need an account in the system. You then need to have funds in your online account to print.
How do I create my account for the system?
An account is created the first time a user logs onto the Web portal. Once the account is created, funds can be added to the account from a credit or debit card.

Why is there a security code for my WildCARD?
A four digit pin is required for each user's WildCARD. This is to protect the funds in the users account from being accessed if the WildCARD is lost. The user will be prompted to set the security code the first time they go to release a print job from a CPAD. The code can also be reset on the web portal pages.

Do I need my WildCARD to print and photocopy?
The easiest way to print for an NU users is to swipe their WildCARD and pay from their online account. NU users can print without their WildCARD by entering in their NetID and password at a CPAD or a release station. In addition, NU users can use cash to print.

How do I add money to my account?
To add funds to your account you must first log onto the web portal. Then select the link “Add Funds”. This will take the user to a PCI compliant vendor outside NU where they can add funds with either their credit card or debit cards. In addition, users will be able to add funds to their account using cash at a print release station with a coin/cash box.

Can I add money to my account with a credit card or debit card?
Yes. This is one of the features of the system. NU users can log onto the web portal and add funds with their credit card or debit card accounts via a secure PCI compliant vendor. Funds can be added in $5.00 increments.

Will refunds be giving for print jobs that don't print?
NU-affiliates can request a refund by logging in to their NUPrint Web Account (http://www.nuprint.northwestern.edu) and selecting "Recent Print Jobs." From there, find the Status column on the far right. Click "Request Refund" and fill out the form. A staff member will respond within 24 hours. Refunds will be added as NUPrint funds.
Alternatively, talk to a library staff member about re-printing a job, if necessary.

Will refunds be given for unused funds when I leave Northwestern University or graduate?
No refunds will be given. We advise you to add the bare minimum you need as you approach graduation or your departure from Northwestern.

Where do I put money on a card for printing?
Funds for printing can now be added directly into an online account for each user based on their NetID. This is done using the web portal at NU Print.

Can I print from my laptop?
Yes! One of the great improvements in this system is the ability to print from mobile devices and laptops.

How do I print from my laptop?
To print from a laptop, or remotely from outside the library, an NU user must first log onto the NU Print web portal. Upload the document to be printed to the server. Then the user can go to any library printer to release their job.

Can I send a print job from outside the library?
Yes. Simply log onto the web portal and upload your print job there.
What is the purpose of the NU Print web portal?
The purpose of the NU Print web portal is first to allow each NU user to view their online account and to add money to their account. They will also be able to view previous print jobs, how much they have spent on printing, their carbon footprint, and to upload print jobs remotely to print at the library.
Access the NU Print web portal now.

What else can I do on the web portal?
Users can review past print jobs, view current unreleased print jobs, review their carbon footprint, upload a print job remotely to release in the library, and check their account balance.

Why do some printers have coin boxes?
The printer in the LRC accepts coins for FSM affiliates without NetIDs. WildCARDs can also print there.

How will guests print?
Guests will print using cash.

Can guests get an account in the new system?
Guest users cannot at this time get accounts in the new print management system. This is because the system is dependent on a user having a NU WildCARD and NetID.

Can I download and print articles?
If an e-journal is available in HTML format, it can be printed directly from your web browser. If it is available in PDF, then Adobe Acrobat Reader software is required to view it (available on the Adobe website at no cost). You can then print the PDF article quite easily.

Can I save articles to a disk or my desktop to use later?
Articles in HTML format can be saved as HTML files, but any graphics may be lost in the process. To save a PDF article, use the Save icon in the Acrobat Reader menu bar.

What is the difference between HTML and PDF?
Publishers offer their journals in HTML or PDF formats (and sometimes both). PDF (Portable Document Format) is usually preferable because it mirrors the print version, complete with images, typeface, and pagination. Adobe Acrobat Reader software is required to view it (available on the Adobe website at no cost). No additional software is needed to view HTML articles. Unfortunately, the library has no control over which format the publisher offers, but the majority of journal articles accessible through the library are offered in PDF.

Is the image quality in an electronic journal article comparable to the print version?
The image quality may not be completely comparable to the print version. However, it will usually be better than a photocopy. Sometimes images are missing from the electronic version due to publisher agreements. PDF articles are usually of a higher quality than HTML versions.

How do I print from ClinicalKey?
For books in ClinicalKey (formerly MD Consult), look for a link to the “Print Version” at the top of the screen. Once clicked, a new window will appear. Click the “Print Page” button in the window. All journals in ClinicalKey have PDF versions.
Research Support and Library Services

How can I find information on a specific research topic?

Galter Library has several resources to get you started with your research, and if you still need help, feel free to contact us for answers to your specific questions.

- GalterLists are lists of recommended resources, both print and electronic. Lists are created by you, librarians, and anyone who has elected to share a list. Librarian lists are a good place to start to get an overview of a topic's resources.
- Browse by subject Galter Library’s electronic books and journals. This is a subset of Northwestern University's larger collection.
- Top databases at Galter Library: the library's most popular journal literature and drug information databases
- Research and systematic review support: Contact us to set up a consult with a library information expert before you embark on a major research project.

I want to conduct a literature search. Where should I start?

We can consult with you to help you work out a search strategy or run the searches for you. Galter Librarians have been named as co-authors on FSM publications due to their research efforts in conducting complex searches for systematic reviews and guidelines.

You can request a mediated search or search assistance in one of two ways:

- Fill out the Ask a Librarian form
- Call the Reference Desk at (312) 503-8109

There is no charge for literature searches performed for currently-affiliated FSM faculty, staff, students, and residents. Alumni with in-depth literature or historical research needs may be charged an hourly rate for library services. Please fill out the Ask a Librarian form to request details.

I want to conduct a systematic review. Where should I start?

We recommend you consult with a librarian at the outset of your project, when you are planning your review. Galter librarians can collaborate with you to:

- Formulate your research question.
- Investigate whether there is already a published systematic review on your topic or whether there is one currently under development.
- Plan the search and write the search methods for your review protocol.
- Determine which sources to search and develop sensitive search strategies for each source.
- Identify appropriate search filters and execute the searches.
- Deliver de-duplicated search results in a mutually agreed upon format (e.g. EndNote, RIS, Word).
- Identify tools and strategies to capture the data for the PRISMA flow diagram.
- Document the search process for reporting purposes.
- Write the search methods of the review.

Librarians collaborating on systematic reviews commonly satisfy the criteria for authorship set forth by ICMJE. Co-authorship is expected when a librarian serves as collaborator rather than a consultant. If your project is in support of a grant proposal, plan to discuss the appropriate allocation of effort and include the librarian as a co-investigator or consultant.

Please download Preparing for your systematic review, view our systematic reviews guide, and contact Mark Berendsen if you are interested in learning more about systematic review services available through Galter Library.

**Does the library offer any classes or training?**

The Galter Library offers regularly-scheduled classes on popular topics, such as EndNote, Creating Posters Using PowerPoint, and PubMed. To see what's currently on offer, go to the class schedule.

If you cannot attend a regularly-scheduled class, then you can always set up an individual training appointment with one of our librarians. If you need help with software, such as EndNote, or would like to know more about how to use our databases, such as MEDLINE, then contact us to arrange a personal, customizable training session. We can also set up sessions for your department or group, either at your Chicago campus office or in the library's computer classroom.

Contact us at (312) 503-8109 or email the Galter Education Team.