New Library User FAQs

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.

- [Chicago Campus Map](#)
- [Library Hours](#)
- [All about using the Galter Library](#)

How do I contact the library?

You can contact the library at 312-503-8126. For the reference desk call 312-503-8109.

- [Departmental Phone Numbers](#)
- [Library Staff Directory](#)

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.

- [Check Out Materials](#)
- [Access Privileges](#)
- [Affiliated Libraries](#)
- [Affiliated Hospitals](#)

How long can I borrow books and journals?

The lending period for books is 12 weeks. You can check out journals for two hours.

- [Check Out Materials](#)
Is the full-text of this journal article available online?

The quickest way to answer this is to use the Search box in the main website navigation. Search by journal title and check the years a journal is available.

Another option is to click on the purple “Find It @ Galter” links activated in most library-licensed databases, to determine if the library has electronic subscriptions or print holdings. Anything we don't have can be requested through interlibrary loan.

For more information see our E-Journal FAQs.

How do I determine whether Galter Library owns a book or journal?

Use the library catalog to find out whether we own a book, journal, or multimedia resource. The library catalog searches all of the Northwestern University libraries including affiliated hospital libraries.

- Affiliated Libraries
- Affiliated Hospitals

Can I access electronic resources from off-campus?

To access electronic journals and books 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 electronic licensed content to you at an off-campus location. Once you have registered and signed in, use the Galter Library website as normal - in other words, go to Find Resources and search for your journal.

- Connection FAQs
- Connecting from Off-Campus

How can I learn to use electronic databases and other library resources?

Galter Library offers a variety of educational workshops each month, from basic MEDLINE searching to bibliographic citation organization using EndNote. To view a list of available workshops and upcoming schedule, see the Upcoming Classes list on the home page. If you can't attend one of our scheduled classes, you can request a class for you or your group at a mutually convenient time. For self-directed learning, take a look at our Guides and Tutorials.

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: Order an Article or Book. 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

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May I suggest that the library purchase a book or journal subscription?

Yes, we encourage your input. You can Request an Item be Added to the Collection and your request will be evaluated by our Collection Development Team.

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Can I connect to the wireless network in the Library?

Yes. In your Wireless settings look for “Northwestern” and connect with your NetID. If you do not have a NetID, you can use the "Northwestern Guest" option (requires registration). Guest wireless access is not secure.

- More information on wireless access

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How do I submit an article or book to be placed on course reserve?

Instructions for placing materials on reserve can be found in the Galter Library Reserves and Copyright Policies.

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How do I reserve a conference room?

To reserve a conference room, call the Circulation Desk at 503-8127. Conference Rooms can also be reserved in person at the Circulation Desk. For more information and to review conference room policies please see Conference Room Reservations.

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Can I use PowerPoint or Microsoft Word in the Library?

Yes. You can use PowerPoint, Word and other Microsoft Office applications on the computers in the Learning Resources Center or the Reference Room. You can also access your email and utilize other educational software programs using the computers throughout the library.

- Software on Library Computers
- Educational Software in the Library
Do you still have questions?

Drop by the Reference Desk during regular hours, Ask a Librarian, or call us at 312-503-8109.