Library Access and Services

Revised Library Hours:
Monday to Friday: 8am–6pm*
Saturday and Sunday: Closed*

*The above hours refer to the entire library space, i.e. all publicly-accessible areas and levels. Outside of these hours, the library's Extended Hours Study Space is open to FSM affiliates 24/7.

Galter Library's Extended Hours Study Space is open only to Feinberg School of Medicine affiliated faculty, staff, students, residents, and fellows. To enter the library, you will be required to use your Wildcard for swipe access through the front entrance at 320 E. Superior Street. No friends, partners, roommates, “hold the door open”, etc.

Note to residents and fellows: To enter the library during this time, you must use a university-issued Wildcard or Northwestern Medicine badge for swipe access. Hospital-issued badges will not work. Contact the Wildcard office directly about obtaining this type of identification.

All resources and services remain uninterrupted. Galter Library staff are primarily working remotely. While there may be times when a small number of staff may be working in the library, we ask students and other library users to continue to use the Galter Library website, email Galter Reference (monitored 10am-4pm, Monday to Friday), or contact your liaison librarian directly for assistance.

- For reference questions, please email Galter Reference (monitored 10am-4pm, Monday to Friday) or contact your liaison librarian directly.
- Galter Library classes will be delivered remotely. The library will contact class registrants with details on joining their class online.
- GalterGuides continue to be a one-stop portal for library instructional content and expert-recommended subject resources. Check out our COVID-19 Resource Guide.
- Circulation of physical materials is temporarily suspended. Automatic renewal has been activated for all Northwestern materials and interlibrary loan items. Please keep the items you currently have checked out until further notice; there will be no penalties.

We remind our patrons that all library users are required to follow Northwestern University health and safety guidelines, including wearing masks at all times and maintaining social distancing. Use of tables and carrels is limited to one person per table/carrel. Wash your hands often with soap and water for at least 20 seconds.

Library Reopening Phase 1

What to Expect at Galter
Library Hours

Galter Library is open Monday through Friday, 8:00am to 6:00pm during Phase 1.

Masks

Masks are required by all persons in Galter Library at all times, per University policy. (more details)

Social & Physical Distancing

Galter Library is zoned for quiet study throughout the entire library. In-person meetings or collaborative study will not be possible within Galter until further notice. Containers of sanitizing wipes are available throughout the library for patrons to use to clean their space before use. Please follow guidance for occupancy, seating, and use of the space as indicated. (more details)

Food and Drink

Food is not allowed in any area of the Galter Library. Beverages are allowed only in spill-proof commuter mugs and covered cups, kept away from computer and electronic equipment. (more details)

Finding a Seat

Furniture has been arranged and marked to indicate appropriate social distancing. Patrons may sit in any seat with a GREEN dot on the back of the chair. Please do not rearrange furniture or sit in seats that have not been marked available. There is a limit of one person per table. (more details)

Computers

You may use any available desktop computer. Please wash your hands before and after use, as the keyboard and mouse will not be sanitized. You may sanitize the mouse and keyboard with a sanitizing wipe, available throughout the library.

Galter Librarians

Librarian Help

We have several ways you can submit questions and get help. All requests will be answered in a timely manner.

Library Services

Galter Library staff are primarily working remotely. We ask students and other library users to continue to use the Galter Library website, email Galter Reference (monitored 10am-4pm, Monday to Friday) or contact your liaison librarian directly. All onsite services, including book pickup and checkout are paused until Phase 2, expected mid-September.

Galter Library Space

Occupancy

Maximum occupancy is clearly posted for each of the spaces in the library. If a space has reached maximum occupancy, please seek out open seating in other areas of the library, across the street in SQR or Lurie Research, or in other open study areas on campus.

Open Seating Areas

All open seating areas on the first and second floor of Galter Library are available for quiet study on a first come, first served basis.

Furniture

Furniture has been arranged and marked to indicate appropriate social distancing. Please do not rearrange furniture or sit in seats that have not been marked available. There is a limit of one person per table. (more details)

Small Group Rooms

Small Group Rooms will remain locked until Phase 2, planned for mid-September, at which time they will be available by reservation only.

Extended Hours Study Space

Galter Library's Extended Hours Study Space is open 24 hours a day, 7 days a week only to Feinberg School of Medicine affiliated faculty, staff, students, residents, and fellows. To enter the library, you will be required to use your Wildcard for swipe access through the front entrance at 320 E. Superior Street. No friends, partners, roommates, or “hold the door open”.

How to Access Galter Library

Galter Library is open only to Feinberg School of Medicine affiliated faculty, staff, students, residents, and fellows. To enter the library, you will be required to use your Wildcard for
Access

swipe access through the front entrance at 320 E. Superior Street. No friends, partners, roommates, or “hold the door open”.

Residents and Fellows

To enter the library during this time, you must use a university-issued Wildcard or Northwestern Medicine badge for swipe access. Hospital-issued badges will not work. Contact the Wildcard office directly about obtaining this type of identification.

Feedback: We welcome feedback and questions. Please send an email to galter-admin@northwestern.edu.

Need Additional Help? For urgent non-emergency questions between 9am-5pm, please contact Galter Library Administration at 312-503-8133. For emergencies, please call University Police at 312-503-3456 (or dial 456 from any campus phone).

COVID-19 Resources

Check out our COVID-19 GalterGuide.

Share Your COVID-19 Stories

Galter Library is gathering materials to archive the experiences of the Feinberg School of Medicine community during this extraordinary time. Learn more and submit your story.

FAQs

Can I still meet with a librarian for a consult or to ask a reference question?

All meetings and consults for the foreseeable future will be conducted online or by phone.

- If you have a general question about access or resources, please contact the library’s reference desk by email (monitored 10am to 4pm, Monday to Friday). There are no library staff currently on site at Galter Library.
- If you need assistance with a search, systematic review, database support, or EndNote training, contact your liaison librarian. Depending on your need, we will work with you to determine the best way to assist you. That might be an email conversation, a phone call, or an online meet-up using Zoom. Don’t worry, the business of assisting you with your information needs will be conducted as usual.

I’ve signed up for a class on the Galter Library website or would like to in the near future. Are you still offering those?

Yes, we are! We’ve moved our instruction delivery to an online format. If you’ve signed up for a class or plan to soon, we will provide details by email on how to join the class using Zoom. If you’ve ever FaceTimed with anyone or conducted an online meeting, then you’ll be familiar with that experience. We’ll be able to share our screens, show you slides, do live demonstrations, and respond to questions. It will be a little different than our usual delivery but we’re confident we can make it work. And you’ll always have online access to our librarians after your class for follow-up support.

I need to order items through interlibrary loan. Is that service still available?

All document delivery services are proceeding as usual. Most of our interlibrary loan (ILL) requests are sent to us electronically from other libraries. Due to closures at partner institutions, Galter has suspended ILL of physical items as well.
as scans from physical volumes. We expect this will affect a fraction of requests. We will continue to provide PDFs from electronic content.

**How can I get technical help with library resources, meeting software, or anything else I need to work remotely?**

All technical support is continuing as normal, although we recognize that there might be challenges if you’re not used to working off-campus. Here’s a rundown of who can help you and how:

- **Library resource access (journals, books, databases):** email [Galter Library](mailto:Galter.Library@northwestern.edu) or call 312-503-8126 during our new business hours, 9am-5pm (leave a message and we’ll get back to you)
- **EndNote support:** see our [EndNote FAQs](https://galter.northwestern.edu/TechnicalSupport/EndNoteFAQs), contact your [liaison librarian](https://galter.northwestern.edu/TechnicalSupport/LiaisonLibrarians), or contact [EndNote Technical Support](https://galter.northwestern.edu/TechnicalSupport/EndNoteTechnicalSupport)
- **IT support for teaching, learning, and working remotely:** [Feinberg Information Technology](https://galter.northwestern.edu/TechnicalSupport/InformationTechnology)
- **Taking an online class with Galter Library:** [Zoom](https://zoom.us) meeting software. All classes will be recorded so you can play them back at your convenience.

**Where can I find out more about Coronavirus, at Northwestern and beyond?**

Check out our [COVID-19 GalterGuide](https://galter.northwestern.edu/News/coronavirusupdate.pdf). We are adding to this daily.