

Library Access

The Galter Health Sciences Library serves the faculty, staff and students of Northwestern University and its affiliated hospitals only. 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 each user type's privileges.

Who is eligible to use online services at Galter Library?

Affiliation	Type of ID	Check out materials?	Interlibrary Loan	Photocopy services	Mediated Searches	Off-campus Access
Medical School Faculty, Staff, Resident, or Student	WildCARD, affiliated Hospital Badge or letter from supervisor for part time staff	Yes	Yes	Yes	Yes	Yes
Other NU Faculty, Staff, or Student	WildCARD	Yes	No	No	Yes	No (for FSM-only resources)
FSM Alumni	FSM Alumni Card	Yes, if local (Books only)	No	No	Yes	No
Other NU Alumni	Alumni Association Card	No	No	No	No	No
NMH, SR AbilityLab	Hospital Badge	Yes	Yes	Yes	Yes	Yes
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 Circulation Department	No	No	No	No
InfoPass holder	InfoPass- requires prior approval granted to the requesting library for one time access.	N/A				

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

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 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, the McGaw Medical Center or an affiliated hospital. 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.