

resources



GUIDE TO LIBRARY RESOURCES



This guide is illustrated with "hidden treasures" of Northwestern University Library. You won't find these objects and artifacts in the stacks, but they are a measure of the breadth and richness of the Library's collections. On the cover: Panagra menu, 1963. Transportation Library. Above: BOAC menu, 1962. Transportation Library.

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Welcome

Northwestern University Library is committed to providing students, faculty, staff, alumni, and visitors with access to a rich collection of materials that encourage exploration and learning. With more than 4.6 million volumes, 4.5 million microforms, and 45,000 current periodicals and serials, the Libraries' holdings rank 10th among the nation's private universities. The collections are developed by librarians with extensive knowledge of subjects ranging from African American studies to theater, with a focus on technology's impact. The result is a mix of traditional and electronic resources.

The Library is also exceptional in the way it helps students, faculty, and other visitors locate research materials and information. In every branch, collection, and department, librarians and staff draw on specialized expertise and skills to advise and instruct in the use of library resources. The Library's goal is to help each user launch, organize, and execute a successful search for information.

Northwestern University Library is part of a system that includes three branch libraries on the Evanston campus — the Geology Library, the Mathematics Library, and the Seeley G. Mudd Library for Science and Engineering — as well as the Joseph Schaffner Library on the Chicago campus and the Galter Health Sciences Library and the Pritzker Legal Research Center in Chicago.

The services, resources, and policies described in the following pages refer specifically to University Library in Evanston. The holdings of other libraries in the Northwestern system are described beginning on page 13.

With this guide, we welcome you to Northwestern University Library and invite you to explore its many resources.

University Library

1970 Campus Drive, Evanston 60208-2300

Administration: 847-491-7641

InfoCommons: 847-491-7658

www.library.northwestern.edu/

University Library, located at the center of the Evanston campus, is home to Northwestern's core collection. The large modern building with its three "research towers" provides access to important collections and services that support the research and teaching of Northwestern students and faculty. The Library offers exceptional materials in all formats and has added new services to support the technologies transforming education today.

Level 1 of the Main Library includes the InfoCommons with computer workstations and software, wireless network access, and space for small-group collaboration. This level also houses the Reference Department, Circulation Services, Interlibrary Loan, Library Privileges, and the Government and Geographic Information and Data Services Department. Also on this level is the Periodicals and Newspapers Reading Room, which contains more than 150 newspapers, microforms, and nearly 3,000 current print issues of periodicals.

The Core Collection is located on Level 2 of the North Tower in the Main Library. This collection contains 40,000 volumes essential to the undergraduate curriculum.

Core also includes group study rooms and connections for laptop computers. It is open 24 hours a day during reading and finals weeks.

2East (Level 2, East Tower) includes Collection Management, the Digital Media Services unit of the Marjorie I. Mitchell Multimedia Center, and the Academic Technologies unit of Northwestern University Information Technology (NUIT). 2East supports faculty by providing bibliographic consultation, creation and delivery of digital course materials, and assistance in the development of software and research computing technologies.

Levels 3–5 of the research towers house the Library's main collection of books and periodicals. The focus is on areas in the humanities and social sciences that are not part of other departmental collections (see below). History materials are located in the East Tower, humanities in the South Tower, and social sciences in the North Tower. Some older materials are housed in Lower Level Storage and the Library Storage Facility and can be accessed on request. Information regarding the development of these collections as well as special research consultations are provided by selectors who are responsible for specific subject areas.



In addition, the Main Library houses the Africana Library (Level 5, East Tower), the Transportation Library (Level 5, North Tower), and the Curriculum Collection (Level 5, North Tower). The building is linked to Deering Library, which holds the Music Library, Art Collection, University Archives, and the Charles Deering McCormick Library of Special Collections. Maps of all areas in the Main Library and Deering Library are located on pages 29–33.



Feminist buttons, c. 1970.

Women's Collection.

Charles Deering McCormick

Library of Special Collections.

Photograph by Andrew Campbell.

COLLECTIONS

AFRICANA

Melville J. Herskovits Library of African Studies

University Library, Level 5, East Tower (see map on page 31)

847-491-7684; reference desk 847-467-3084; africana@northwestern.edu

www.library.northwestern.edu/africana/

The Melville J. Herskovits Library of African Studies houses an extensive collection of materials pertaining to all aspects of Africa. Computer workstations are available for searching NUCat and special online Africana files. At the entrance to the library is a reference desk, staffed by a librarian from 8:30 a.m. to 5 p.m., Monday through Friday. Specialists are available for research assistance, including computerized literature searches, classroom instruction on use of the library and methods of bibliographic research, and individual research consultations.

ARCHIVES

University Archives

Deering Library, Level 1 (see map on page 32)

847-491-3354; archives@northwestern.edu

www.library.northwestern.edu/archives/

Noncurrent official University records and publications, faculty and alumni biographical files, papers of faculty members, records of student organizations, photographs, audio recordings, and a variety of other materials documenting the history of the Northwestern community are housed in University Archives. Materials do not circulate and may be examined only in the University Archives reading room. The holdings of University Archives are not generally cataloged in NUCat. Staff is available to provide access and reference assistance.



ART COLLECTION

Deering Library, Level 3 (see map on page 33)

847-491-7484; artlib@northwestern.edu

www.library.northwestern.edu/art/

Northwestern's holdings in art, architecture, design, and photography are housed in the Eloise W. Martin Reading Room and the Architecture Reading Room in Deering Library. Computer workstations in the reading room allow users to access specialized art and architecture indexes, NUcat, and other online resources. A color copier and networked color scanner are available for image reproduction. The Art Collection includes dictionaries, guides, and bibliographies to help users locate information and materials. An adjacent seminar room, the Art Research Center, is available for individual and group sessions. Research assistance is available in the reading rooms and by appointment with the art librarian.

CURRICULUM COLLECTION

University Library, Level 5, North Tower (see map on page 31)

847-491-7602; curriculum@northwestern.edu

www.library.northwestern.edu/curriculum/

The Curriculum Collection houses elementary and secondary school textbooks and children's literature. The collection of children's literature includes award-winning and highly recommended children's books (both fiction and nonfiction) published in the United States, as well as fine examples of children's books published in other countries and in languages other than English, including many created by authors and illustrators nominated for the Hans Christian Andersen Medal. There is also a selection of books selected from the International Board on Books for Young People's Honour List. Teaching activities books for many K-12 subject areas are also available. All textbooks and children's books circulate.

EAST ASIAN COLLECTION

University Library, Lower Level (see map on page 29)

Staff assistance required; inquire at the Circulation Services desk

This collection consists of older materials in East Asian languages — primarily Chinese and Japanese — with strengths in history, social sciences, prewar Japanese constitutional law and economics, and Chinese literary classics. More recent materials in East Asian languages are integrated into the Main Library and art collections.

GOVERNMENT AND GEOGRAPHIC INFORMATION AND DATA SERVICES DEPARTMENT

Deering Library, Level 1 (see map on page 32)

847-491-3130; govpubs@northwestern.edu

www.library.northwestern.edu/govinfo/

This department has been a federal depository library for more than a century and features such materials as Congressional reports and hearing transcripts, census information, statistics and studies generated by federal agencies, and presidential papers. Publications and documents from the state of Illinois have been regularly acquired since 1971. City of Chicago publications are also collected. The department is a depository for European Union and United Nations publications and collects documents from many other international organizations such as the World Bank, IMF, ILO, and OECD. The map collection features USGS, NIMA, NOAA, state, and commercial materials such as topographic, historical, and navigational maps. Geographic information systems (GIS) software is also available.

Not all materials in the department are cataloged in NUcat. We encourage you to visit the department or contact us for assistance in identifying and using available resources. Northwestern faculty, students, and staff with specific data needs should consult Social Science Data Services in the department at 847-491-4090 for access to and guidance in using ICPSR resources and other data files.

MUSIC LIBRARY

Deering Library, Levels 1 and 2 (see maps on page 32)

847-491-3434

www.library.northwestern.edu/music/

The Northwestern University Music Library is among the nation's largest music libraries and is distinguished internationally by its extensive holdings of printed music and archival materials documenting music composed since 1945. The library offers roughly 300,000 volumes of books, printed music, sound recordings, and journals; maintains subscriptions to over 400 periodicals and a full array of online resources; includes thousands of music manuscripts and pieces of correspondence; and houses the archives of John Cage and other notable musicians. Additionally, the Music Library's computer lab provides a multipurpose workplace for beginning- to mid-level music technology projects.

SPECIAL COLLECTIONS

Charles Deering McCormick Library of Special Collections

Deering Library, Level 3 (see map on page 33)

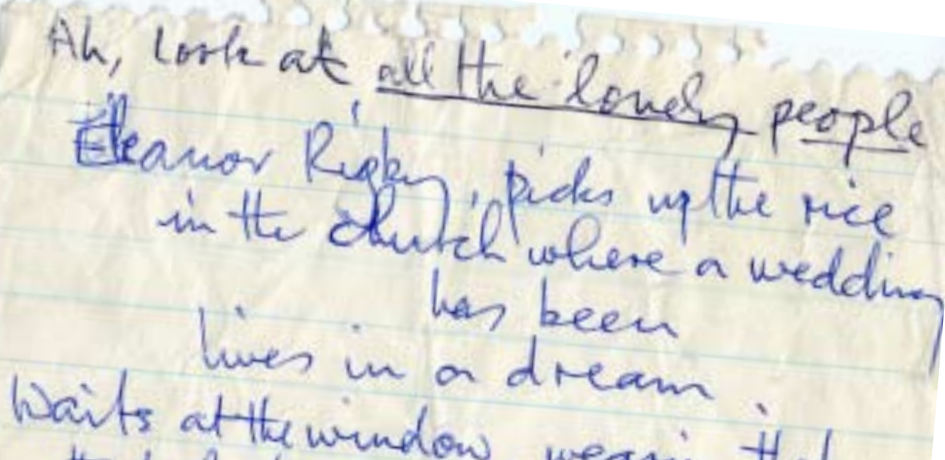
847-491-3635; spec@northwestern.edu

www.library.northwestern.edu/spec/

The holdings of the Charles Deering McCormick Library of Special Collections include more than 225,000 printed items: rare books and periodicals, posters, manuscripts, ephemera, archives, and photographs. The library contains excellent collections of 20th-century European art and social movements such as art nouveau, futurism, Dadaism, surrealism, expressionism, constructivism, and the Bauhaus, among others. The Women's Collection focuses on the women's liberation movement from the late 1960s to the present and is comprised of 4,000 periodical titles, thousands of ephemera files, and several thousand monographs. Theater history is represented by the Edward Gordon Craig Collection and the Archives of the Gate Theatre of Dublin, 1928-72.

The rare book collections include significant holdings of works by Samuel Johnson, Immanuel Kant, and Thomas Taylor the Platonist as well as facsimiles, incunabula and early printed books, and highlights of European intellectual history. There are also collections of Mark Twain, Walt Whitman, Frank Lloyd Wright, and books on angling. Large holdings of first editions of American and English literature, 1890 to 1970, and related "little magazines" also are part of the department.

Books and serials are cataloged in NUCat; all others can be found through departmental guides. The library's web page contains a listing of collections, guides, and image sites (including a collection of 1,200 photographs of the Siege and Commune of Paris, 1870-71) as well as appropriate links.



Ah, look at all the lonely people
Eleanor Rigby, picks up the rice
in the church where a wedding
has been
lives in a dream
waits at the window

TRANSPORTATION LIBRARY

University Library, Level 5, North Tower (see map on page 31)

847-491-5273; trans@northwestern.edu

www.library.northwestern.edu/transportation/

Northwestern's Transportation Library, founded in 1958, is the largest transportation collection in the country. It also features materials on law enforcement and police administration and the country's most extensive collection of federal environmental impact statements. The library indexes journal articles and conference papers on transportation and law enforcement in its database, TRANWeb. These resources support the educational and research activities of Northwestern's Transportation Center, the Center for Public Safety, and other University departments. They also serve as a resource to business and governmental organizations outside the University.

DEPARTMENTS AND SERVICES

CIRCULATION SERVICES

University Library, Level 1 (see map on page 29)

847-491-7633; circulation@northwestern.edu

www.library.northwestern.edu/circulation/

Circulation Services is responsible for procedures related to charging out and returning books, shelving materials, assigning study spaces and lockers, and granting library privileges for individuals who are not affiliated with Northwestern. At the Circulation Services desk you may request assistance locating a book that is not in its proper shelf location or may place a "recall" on a book charged to another user. Book drops for returns are located at the desk and outdoors near the south Lantern Entrance. The Library Privileges Office, located next to the Circulation Services desk, issues visitor and guest passes and answers inquiries about access and borrowing privileges from 8:30 a.m. to 5 p.m., Monday through Friday.

CORE/RESERVE

University Library, Level 2, North Tower (see map on page 30)

847-491-7681; e-reserve@northwestern.edu

www.library.northwestern.edu/core/

www.library.northwestern.edu/reserve/

Core/Reserve contains the Core Collection, Reserve items, 20 Ethernet laptop connections and wireless network access, a photocopier, and group study rooms. It offers extended study hours during the regular school year.

The Core Collection contains 40,000 key books that support the undergraduate curriculum and ensure the availability of essential research materials. Books may be checked out at the Core desk for 24 hours only. Core also contains a small circulating collection of popular books for leisure reading. Leisure books may be checked out at the Circulation Services desk or at all self-checkout stations for normal loan periods.

Reserve holds and circulates required and recommended readings and other materials requested by professors for classes. Students may check out Reserve materials for 2 hours, 24 hours, or 3 days, depending on the restrictions professors place on each item. Materials must be returned to the Reserve desk. Some items also are available on the web through the Electronic Reserve System that is accessible through the Course Reserve section of NUcat.

The Writing Place, also located on Level 2 in the North Tower, is a tutoring center where students obtain help writing papers. Tutors are supervised by instructors from the Writing Program of the Judd A. and Marjorie Weinberg College of Arts and Sciences. For further information, call 847-467-2791.

INFOCOMMONS

University Library, Level 1 (see map on page 29)

847-491-7658; ic@northwestern.edu

www.library.northwestern.edu/ic/

The InfoCommons provides a technologically rich and welcoming environment inspired by new practices in learning, research, and scholarship. Located just inside the entrance to the Main Library, it is a first stop for many students where they can engage in independent inquiry or small group interactions in a comfortable and stimulating space. Library and Northwestern University Information Technology staff at the InfoCommons Desk can provide expert technological and informational assistance.

The InfoCommons provides access to 55 high-end computer workstations; software, including EndNote, SPSS, MatLab, and Microsoft Office; oversized plasma screens and smartboards for group work; online journals, research databases, and other library resources; and flexible seating that encourages collegial interaction in a relaxed social environment.

INTERLIBRARY LOAN

University Library, Level 1 (see map on page 29)

847-491-7630; ill-request@northwestern.edu

www.library.northwestern.edu/loan/index.html/

Northwestern students, faculty, and staff may request research materials not available in University Library through the Interlibrary Loan Department on Level 1 or through its web site (see above). The department obtains materials for patrons from libraries around the world. Journal articles are electronically delivered to users via the web, providing fast and convenient service.

LIBRARY PRIVILEGES

See *Circulation Services* and *Using the Library*.

MICROFORMS

See *Periodicals and Newspapers Reading Room*.

MULTIMEDIA CENTER

Marjorie Iglow Mitchell Multimedia Center

University Library, Level 2, South Tower (see map on page 30)

847-491-7678; nulmedia@northwestern.edu

www.library.northwestern.edu/media/

The Marjorie Iglow Mitchell Multimedia Center features 24 carrels equipped for individual viewing of the Library's video collection, which includes feature films, titles in the performing arts (including drama, dance, opera, and classical music), and documentary films. All titles in the collection, except for laser discs, circulate for three days. The center also includes

- the Forum Room, on Level 2, seating 69 and designed for classes and special programs requiring computer or video projection; the room is equipped for video conferencing
- the Video Theater, on Level 2, seating 40 with video and computer projection
- Seminar Room 3746, on Level 3, seating 16 for group viewing of video titles

The center's Digital Media Services area (Level 2, East Tower) includes a specialized computer lab for advanced technology projects and a drop-off service for imaging and digital media production. These services are available to faculty and graduate students.

NEW BOOK ALCOVE

Julius and Elizabeth Abler New Acquisitions Alcove

University Library, Level 1 (see map on page 29)

Users may browse the New Book Alcove, where newly received books are shelved for two weeks. Within the alcove is the New Fiction Corner. These books may be charged out. Also on display are recent faculty publications, a sampling of recent special acquisitions, and new releases from Northwestern University Press.

PERIODICALS AND NEWSPAPERS READING ROOM

University Library, Level 1 (see map on page 29)

847-491-7680; refdept@northwestern.edu

www.library.northwestern.edu/pnrr/

Located at the east end of Level 1, the Periodicals and Newspapers Reading Room houses University Library's collection of current print journals, magazines, and newspapers. Newspapers include domestic and international dailies and weeklies, with a special emphasis on African titles. Older, bound issues of periodicals are shelved according to call number in the Main Library collection.

A substantial portion of the Library's microform collection is also housed in the reading room and is kept on self-service shelves for easy access. Other microforms stored elsewhere in the Library may be requested at the service desk and used on the microform readers and printers in the reading room. A microform scanner, which can save images from microform to a digital file, is also available.

Location and holdings information for all periodicals, newspapers, and microforms is in NUcat. These materials are noncirculating.

The reading room offers a variety of seating options, including study tables, individual carrels, and armchairs, and is a perfect place for reading, studying, or browsing the collection.

REFERENCE DEPARTMENT

University Library, Level 1 (see map on page 29)

847-491-7656; refdept@northwestern.edu

www.library.northwestern.edu/reference/

The Reference Department offers a wide variety of materials and services to enhance the research experience, including an extensive, specialized reference collection, a staff committed to facilitating research, and resources that support inquiry and study in the fields of the social sciences and the humanities.

Research assistance is available at the Reference Desk. The department also offers course-related and general instruction, workshop programs, individual consultation to help researchers at any level with in-depth projects, and Answers Online, a virtual reference service. Workstations in the department provide access to web-based and CD-ROM databases and to software for word processing and citation management.

RESERVE ROOM

See *Core/Reserve*.

2EAST: BIBLIOGRAPHIC RESOURCES AND SCHOLARLY TECHNOLOGIES

University Library, Level 2, East Tower (see map on page 30)

www.2east.northwestern.edu/

2East supports the instructional and research activities of Northwestern faculty members. Experts from Digital Media Services and Collection Management in the Library offer assistance to faculty members through bibliographic consultation and the creation and delivery of digital course materials. Staff from the Academic Technologies unit of Northwestern's Information Technology division are available for consultation and support in the development of software applications, visualization methodologies, video production, and research technologies for faculty, and they work closely with Library staff on a variety of distributed learning efforts.



NATION'S SILVERTIP



SILVERTIP SEDGE



GREEN SEDGE



NATION'S RED



PATSY



NATION'S BLACK



LADY CAROLINE



COHOE GOLDEN



GENERAL MONEY'S FLY



DICK'S FLY



PRAWN FLY

'THE WESTERN ANGLER'

TIED BY: MARTIN H. TOLLEY
TOTEM FLYFISHERS OF
VANCOUVER, B.C.

Branch and Other Libraries

BRANCH LIBRARIES

Supplementing University Library are four branch libraries. Although these libraries mainly serve the needs of the schools or departments with which they are associated, they are open to all Northwestern users. Most of the materials in these libraries are cataloged in NUcat.

For circulation regulations, access to materials, and assistance in using the collections, please consult the staff in each library. Information on hours may be obtained directly from the branch library; from the InfoCommons, the Reference Department, or the Core Collection in University Library; or on the web at www.library.northwestern.edu/hours/index.html. See the campus maps on pages 34 and 35 for the locations of the libraries.

GEOLOGY LIBRARY

Locy Hall, Room 101
1850 Campus Drive, Evanston 60208-2160
847-491-5525; geolib@northwestern.edu
www.library.northwestern.edu/geology/

This library provides reference and research materials on a broad spectrum of subjects related to geology, such as geochemistry, geophysics, and oceanography.

MATHEMATICS LIBRARY

Lunt Hall, Room 111
2033 Sheridan Road, Evanston 60208-2740
847-491-7627; mathlib@northwestern.edu
www.library.northwestern.edu/math/

This research collection covers the entire field of pure mathematics and statistics and provides some coverage of applied mathematics.

JOSEPH SCHAFFNER LIBRARY

Wieboldt Hall, 2nd floor
339 East Chicago Avenue, Chicago 60611-3064
312-503-8422; schaffner-reference@northwestern.edu
www.library.northwestern.edu/schaffner/

The Joseph Schaffner Library is the general subject library on the Chicago campus and supports the Northwestern programs based there, including the School of Continuing Studies, the part-time MBA program of the Kellogg



Clay cuneiform tablets from Mesopotamia, c. 2000–3000 BCE. Charles Deering McCormick Library of Special Collections. Photograph by Andrew Campbell.

School of Management, and the Osher Lifelong Learning Institute. The library maintains a reference collection and provides online access to all Northwestern electronic databases and other resources. Periodicals and circulating books in the areas of business, the social sciences, and the humanities complement the collection. All holdings are cataloged in NUcat. The library offers research consultations, library instruction, course reserves, and interlibrary loan, among other services.

SCIENCE AND ENGINEERING LIBRARY

Seeley G. Mudd Library for Science and Engineering

2233 Tech Drive, Evanston 60208-3530

847-491-3361; sel@northwestern.edu

www.library.northwestern.edu/sel/

The holdings of this library include volumes on the physical sciences, life sciences, engineering, nanotechnology, computer science, and applied mathematics. The library has been designed to take advantage of electronic resources. Public services, located on Level 2, include circulation, reserve, reference, current journals, reading areas, and computer workstations for database and electronic journal access. The stacks and study carrels occupy Levels 1 and 3. Wireless network service is available on all three levels.

OTHER LIBRARIES AT NORTHWESTERN

The following libraries are maintained principally for the students and faculties of Northwestern's law and medical schools and the Garrett-Evangelical and Seabury Western Theological Seminaries, but are also open to all members of the University community. Additional information about using these libraries is available at the Reference Department in University Library. Materials from these libraries may be requested through the Interlibrary Loan Department. See the campus maps on pages 34 and 35 for locations.

HEALTH SCIENCES LIBRARY

Galter Health Sciences Library

Ward Building, 1st floor

303 East Chicago Avenue, Chicago 60611-3072

312-503-8126; ghs1-ref@northwestern.edu

www.galter.northwestern.edu/

The Galter Health Sciences Library serves the educational, clinical, and research information needs of faculty, staff, students, and alumni of Northwestern University's Feinberg School of Medicine and McGaw Medical Center and affiliated institutions. Its 280,000 volumes focus on the basic sciences, clinical medicine, physical therapy, and allied fields. An extensive collection of rare books, journals, and manuscripts, along with instruments, etchings, and photographs, is available in the library's Special Collections.

The Barnes Learning Resources Center (LRC) houses 40 computer stations for educational and productivity software use, web-based research, and electronic reserves access. An additional 18 computer stations are available in the reference room. Wireless network access is available throughout the library; network ports are at marked locations.

The Galter Library's web site includes a number of valuable services: access to full-text journals, books, and a wide array of databases from any location; customizable and personalized web sites by specialty or interest; personal filing cabinet for resource sharing; automatic alerts of current literature, primarily journal articles; electronic delivery of interlibrary loan and photocopy requests; and registration for library classes.

The Galter Library Education Team supports the educational and training needs of all Feinberg-affiliated users. Users can take classes in MEDLINE, EBM searching, presentation and poster creation, EndNote, and more.

The library is not open to the public, and affiliated users must be prepared to show a valid Northwestern identification card or Galter Library card to be admitted.

LAW LIBRARY

Pritzker Legal Research Center

Arthur Rubloff Building

357 East Chicago Avenue, Chicago 60611-3069

312-503-8451; lawlib@northwestern.edu

www.law.northwestern.edu/lawlibrary/

The Pritzker Legal Research Center of the Northwestern University School of Law includes a research collection on Anglo-American law, a large collection on international and comparative law, and significant resources in Roman and medieval law, as well as legal materials for selected foreign jurisdictions. In addition to its collection of more than 750,000 volumes, the library provides access through its web site to legal databases and most other Northwestern electronic databases. The web site also provides access to a wide array of library services, legal research guides, and Internet resources. The library offers reference services from subject specialists in Anglo-American law, government information, and foreign and international law. The library leads training sessions for students (including members of the law school's six student-edited journals), faculty, and staff on law-related and interdisciplinary print and electronic information resources.

The library welcomes current members of the Northwestern University community with WildCARDs, Northwestern alumni presenting the Northwestern Alumni Association Privilege Pass, and School of Law alumni. Access is restricted during examination periods. The library is not open to the public. More details are available on the library web site.

UNITED LIBRARY

United Library of the Garrett-Evangelical and Seabury-Western Theological Seminaries (Affiliate)

2121-22 Sheridan Road, Evanston 60201

847-866-3909; united-library@northwestern.edu

www.unitedlibrary.org/

The collection of the United Library features more than 320,000 volumes and 1,800 current periodicals concerning biblical studies, patristics, Christian art, ancient Near Eastern studies, archaeology, church history, American denominationalism, pietism, Christian education, African American theological studies, women's studies, Anglicana, and Methodistica. Named special collections include the Hibbard Egyptian Collection and the Keen Bible Collection of English translations of the Bible. The library is also a depository for the papers of numerous leaders in American Methodism. Materials acquired after 1977 are cataloged in NUCat; other materials are listed in the United Library's card catalog.

Using the Library

The Northwestern University identification card — WildCARD — serves as the library card for Northwestern students, faculty, and staff. Some borrowing privileges are issued to qualified individuals, including Evanston residents and Northwestern alumni, at the Library Privileges Office on Level 1 of University Library, 8:30 a.m. to 5 p.m., Monday through Friday. Library cards are nontransferable. Northwestern University students, faculty, and staff have priority over all other users for access to Library collections, services, and facilities.

BOOK DROPS

Book drops for returns are located at the Circulation Services desk on Level 1 and outside the south Lantern Entrance.

BULLETIN BOARD

Events of interest to the Northwestern community may be posted on the bulletin board on Level 1. Items must be submitted to the InfoCommons Desk for approval.

CAFÉ (PLAZA CAFÉ)

The Plaza Café, located on University Library's Plaza Level, serves Seattle's Best espresso, coffees, and teas as well as bottled water, juices, and soft drinks. The café also offers pastries, sandwiches, and other snacks. Food and beverages may not be taken from the café or the Student Lounge. The Plaza Café accepts cash, Wildcat Points, Munch Money, and major credits cards (except Discover). Phone: 847-467-4643.

CARE AND HANDLING OF LIBRARY MATERIALS

All users can help to extend the life of University Library's collections by following these guidelines:

- Protect borrowed materials from rain, dampness, sun, and heat.
- Handle books carefully, especially when photocopying.
- Eat snacks and drink beverages only in the Student Lounge or the Plaza Café.
- Mark your place with a bookmark; do not bend corners of pages or use Post-It notes, paperclips, or other objects.
- Take notes rather than using highlighters, underlining, or writing in the margins of Library books.

Please notify Library staff if you discover a book that needs repair. The Library has a program for repairing materials to make them available as long as possible. For more information, visit the Preservation Department web page at www.library.northwestern.edu/preservation/.

CARRELS AND STUDIES

Carrels and studies around the perimeter of each research tower are reserved primarily for graduate students and faculty. Applications may be obtained from the Library Privileges Office. Assignments are made for the academic year and for Summer Session. Demand for carrels and studies far exceeds supply, and waiting lists are maintained. A refundable \$25 key deposit is required for closed studies.

CHANGE MACHINE

A \$1 and \$5 bill change machine is located in the Student Lounge on Level 2.

COMPACT DISCS AND DISKETTES

CDs and floppy discs are available for purchase at the InfoCommons Desk on Level 1.

COMPUTER CLASSROOMS AND LABS

The Information Technology (IT) computer lab and classrooms are located on the Lower Level and are open to students, faculty, and staff with a current Northwestern NetID. The two computer classrooms in this space are reserved for academic courses but are available for walk-in use on a first-come, first-served basis when classes are not in session. Hardware includes PC and Macintosh computers and scanners. All IT facilities offer black-and-white and color printing for a fee. Scanners that convert printed documents into digitized media are available in the IT computer lab and classrooms. Faculty who wish to reserve the classrooms should contact Academic Technologies.

MediaWorks, also on the Lower Level, is exclusively for Northwestern students. This Macintosh and PC walk-in facility offers digital software and hardware that allow users to capture and edit video and audio, scan and manipulate photos, and develop web content and animation.

COPY MACHINES

Copy machines that accept cash, copy cards, or WildCARDS are located throughout the Library. The cash-to-card machines in the Library vend copy cards. These machines can be found in the following locations: on Level 1 near the Government and Geographic Information and Data Services Department, on Level 1 in the entrance to the Periodicals and Newspapers Reading Room, and on Level 2 in the linking corridor and in the Student Lounge. Copy cards may also be purchased at the Circulation Desk.

DISABILITIES, SERVICES FOR USERS WITH

Northwestern's libraries are committed to ensuring that their facilities and services are accessible to users with disabilities. University Library and most of its branches are wheelchair accessible. Books will be paged by circulation staff for users with disabilities during all hours of operation; requests may be made in person, by mail, or by telephone. A closed-caption viewing carrel is provided for hearing-impaired users. For additional information, call the Public Services Office at 847-491-7632.

FINDING LIBRARY MATERIALS

Northwestern's online library information system serves as an interactive gateway to a variety of library resources, including NUcat, the Library catalog; catalogs of other libraries around the world; an excellent collection of multidisciplinary and subject-specific reference and research databases; and the web pages of Northwestern's libraries. These resources are accessible from workstations throughout Northwestern's libraries and from any computer with access to the Internet at www.library.northwestern.edu/.

NUcat is the online catalog for all of Northwestern's libraries and for the United Library of the Garrett-Evangelical and Seabury-Western Theological Seminaries. Some older materials in the Transportation Library, the Galter Health Sciences Library, the United Library, and the Pritzker Legal Research Center may only be available in their respective card catalogs. Many government publications and some music manuscripts are not cataloged in NUcat. NUcat can be searched by author, title, subject, call number, or a variety of keyword methods. It provides access to the Course Reserve catalog and can link to materials on electronic reserve, e-journals, databases, and Internet resources.

When you have found the call number for an item, you can find it in the stacks or, if necessary, request directions from staff at a service desk. Directories with call number locations can be found inside the elevators and in the display cases between the elevators on each level. Green call number guides are also available in the InfoCommons and at other service desks. If you are unable to locate a book that has not been charged out, go to the Circulation Services desk and request that a search be initiated. (Also see *Recalls* under "Circulation Policy" and the Book Location Guide on page 28.)

In each tower the stacks form a radial pattern. Materials are shelved according to call number, starting at the left of the entrance and continuing clockwise around the tower. Large books — those with an L preceding the call number — are shelved in the section just to the right of the entrance.

Noncirculating materials are to be used only within the department or area in which they are housed. Exceptions may be made in special cases or for persons with disabilities.

Remote access to electronic resources is available to the Northwestern University community.

HOURS

During the fall, winter, and spring quarters, access to the libraries is limited to members of the Northwestern community (who must scan their Wild-CARDS for admittance) after 5 p.m. on weekdays, after noon on Saturday, and all day Sunday. Patrons with guest or visitor passes are asked to register at the entrance if they arrive during hours of restricted access.

A recorded message of current building hours for University Library is available at 847-491-7635. Information on hours is also available at service desks and on the web at www.library.northwestern.edu/hours/index.html/. Individual department hours vary. A recorded announcement signaling that the Library is closing is made 15 and 5 minutes before the Library closes. Prepare to leave the building immediately after the first announcement has been made. Elevators stop promptly at closing time.

LAPTOP PORTS

Ports for the use of laptop computers are available along the north wall of the Periodicals and Newspapers Reading Room, along the perimeter of the Reference Department, along the north and east walls and on the mezzanine of Core/Reserve, and in the Plaza Café. Two laptop ports are also available in the center of the following research towers: South Tower, Levels 3, 4, and 5; East Tower, Levels 3 and 4; and North Tower, Levels 3 and 4. Two laptop ports are available at carrel 5388 in the Transportation Library, Level 5, North Tower. In Deering Library laptop ports can be found at the west end of the Music Library Reference Room on Level 2 and at the south end of the Eloise W. Martin Reading Room on Level 3. In the Seeley G. Mudd Library for Science and Engineering eight laptop ports are located on the south wall of Level 2. Two additional ports are in the group study room west of the elevator on Level 3.

LIBRARY STORAGE FACILITY

An underground storage facility on the Evanston campus houses annual reports, dissertations written before 2002, and theses. Superseded reference materials, selected back runs of journals, and a major portion of University Archives materials are also located in the Library Storage Facility. Items may be requested from storage either in person at the Circulation Services desk or online at www.library.northwestern.edu/circulation/forms/lfs.html/. Archival materials may be requested at University Archives.

LOCKERS

A limited number of lockers are available. Applications may be obtained at the Circulation Services desk. A refundable \$10 key deposit is required.

LOST AND FOUND

Lost items are held at the Circulation Services desk. Identifiable items are returned to the owner when possible.

LOUNGE, FACULTY (VERSTEEG FACULTY LOUNGE)

The VerSteeg Faculty Lounge, located on Level 3 of the South Tower of University Library, is open to faculty on weekdays as an informal lounge. It is also available for formal social events; these events must be sponsored by members of the faculty or administration and are scheduled through the Library Administration office (847-491-7641).

LOUNGE, STUDENT

Vending machines in the Student Lounge, located on Level 2 of the South Tower of University Library, dispense hot and cold drinks, snacks, and change. A microwave oven is available. Food and beverages may not be taken from the lounge. Smoking is not permitted anywhere in the Library.

ORDER RECOMMENDATIONS

You may recommend the purchase of materials not owned by the Library by completing an order recommendation form, available online at www.library.northwestern.edu/feedback/purchase.html/ or at service desks in the Library.



Costume sketch, c. 1945. Archive of the Dublin Gate Theatre, Ireland. Charles Deering McCormick Library of Special Collections. Photograph by Andrew Campbell.

SUGGESTIONS

Forms for suggestions to improve Library operations, programs, and facilities are available at the InfoCommons and other service desks. Suggestions and comments may also be submitted online at www.library.northwestern.edu/feedback/index.html/.

TELEPHONES

A public coin-operated telephone is available near Government and Geographic Information and Data Services on Level 1. Campus telephones are available in this location as well as in the linking corridors of Levels 2, 4, and 5 and in the lobby of Level 3 of the Deering Library.

TYPEWRITERS

The Library has an electric typewriter available for public use. Please ask at the service desk in the Periodicals and Newspapers Reading Room.

WIRELESS NETWORK ACCESS

Wireless network access through laptop computers is available in the following areas: the InfoCommons, the Reference Department, the Government and Geographic Information and Data Services Department, the Periodicals and Newspapers Reading Room, and most areas of Levels 2 through 5 in the Main Library; the Art Collection, the Architecture Reading Room, and the Music Library Reading Room in Deering Library; and throughout the Seeley G. Mudd Library for Science and Engineering.

Circulation Policy

BORROWING MATERIALS FROM THE LIBRARY

To charge out materials, go to the Circulation Services desk on Level 1 of University Library and present a valid WildCARD and the material you would like to borrow. The staff member at the desk will give you a date-due slip, which must be kept with the borrowed materials. (See *Loan Periods*.) Self-service checkout stations are available in the Main Library on Levels 1, 3, 4, and 5; in the Government and Geographic Information and Data Services Department; in the Mathematics Library; in the Seeley G. Mudd Library for Science and Engineering; and in the Music Library. When you leave the Library, all borrowed materials must be displayed to the exit attendant, who verifies that the date-due slip corresponds to each item.

You are responsible for *all* materials charged against your account and all fines, replacement costs (if necessary), and other charges incurred. If you lose your WildCARD or library card, you remain responsible for all materials charged on that card until you report it lost or stolen to the Library Privileges Office. Please exercise the same precaution with the materials charged out on your card as you would with your personal valuables. All students, faculty, and staff must return all Library materials before leaving the University. Bills will be sent for any materials that still are charged out.

If a book is charged out, you may place a recall on it. The book should become available within 10 to 14 days. At that time, you will be notified by mail that the book is available and the date through which it will be held. All books that are charged out are subject to recall after a guaranteed loan period of two weeks.

FINES, LATE CHARGES, BILLING

All fines and bills are payable upon receipt of the bill or overdue notice. Fines and bills may be paid at the Circulation Services desk. Fines may also be paid by mail.

Nonpayment of fines and bills may result in the suspension of borrowing privileges. Bills and fines left unpaid by students are reported to the Office of Student Accounts at least once each quarter. An additional \$10 fee (covering the processing costs) is added to all past-due fines and bills reported to the Office of Student Accounts.

You will be billed for any unreturned books. The Library is not responsible for notices, fines, or other correspondence sent to the wrong address. Address changes should be reported to Circulation Services; students should also notify the Office of the Registrar of address changes, while faculty and staff should notify the Department of Human Resources. Also see *Overdue Books*.

LOAN PERIODS

The initial loan period is

- 4 weeks for currently enrolled undergraduate students, staff, and guest and corporate borrowers
- 12 weeks for currently enrolled graduate students
- 1 year for permanent, full-time faculty members and librarians
(Books should not be taken from the Chicago metropolitan area.)

LOST LIBRARY MATERIALS

Lost materials should be reported immediately to the Circulation Services desk. When an item has been overdue for 30 days, you will be billed for that item. The bill for a lost item consists of a \$10 billing fee, a \$15 processing fee, and the cost of replacing the item: a minimum of \$50 for items from University Library, Schaffner Library, and the Music Library; a minimum of \$75 for items from the Transportation Library; and a minimum of \$125 for items from the Art Collection, the Geology Library, the Mathematics Library, and the Seeley G. Mudd Library for Science and Engineering. A charge for binding may be added if applicable.

OVERDUE MATERIALS

The date materials are to be returned to the Library is printed on the date-due slip you receive when you charge out materials. Overdue notices are sent out as reminders. If a book has been recalled, a \$1 per day charge (\$10 for corporate borrowers) will be assessed. (See *Recalls*.) Overdue recall fines will apply at all times (holidays, vacations, and intersessions included). Fines left unpaid by students will be reported to the Office of Student Accounts, and an additional \$10 fee will be assessed.

RECALLS

All books that are charged out are subject to recall after a guaranteed loan period of two weeks. If books are not returned by the original borrower by the date on the recall notice, there will be a \$1 per day penalty fine (\$10 per day for corporate borrowers), and borrowing privileges will be suspended until the item is returned. This applies at *all times* (holidays, vacations, and intersessions included). These rules apply to material borrowed by faculty, staff, students, and guest and corporate borrowers. There is no grace period for the penalty fine on recalled books.

RENEWALS

You may renew materials

- in person, by presenting the book, date-due slip, and your WildCARD or borrower identification
- by mailing or dropping off the date-due slips at the Circulation Desk
- online via the web at www.library.northwestern.edu/circulation/

Northwestern's libraries do not accept renewal requests by telephone.

Corporate borrowers may renew materials (loaned for 4 weeks) only once. Undergraduate students, staff, and guest borrowers may renew materials (loaned for 4 weeks) a maximum of three consecutive times without bringing the book to the Library. Graduate students may renew materials (loaned for 12 weeks) three consecutive times without bringing the book to the Library. Faculty members and librarians may renew materials (loaned for 1 year) once via mail or online and an unlimited number of times in person.

Patrons may renew books charged out from University Library, the Music Library, the Seeley G. Mudd Library for Science and Engineering, the United Library in Evanston and from the Galter Health Sciences Library, the Pritzker Legal Research Center, and the Schaffner Library on the Chicago campus at any Northwestern library.

RETURNS

Books charged out from University Library, the Seeley G. Mudd Library for Science and Engineering, the United Library in Evanston and from the Galter Health Sciences Library, the Pritzker Legal Research Center, and the Schaffner Library on the Chicago campus may be returned to any Northwestern library. Books returned to University Library must be returned to the Circulation Services book drops on Level 1 inside the Library or to the book drops outside the south Lantern Entrance. The outside book drops are open when the Library is closed. The date-due slip must be in the book when it is returned. A book-return receipt is available upon request from Circulation Services. You are responsible for any books that are not recorded as returned by the Library unless you have a book-return receipt.



Trays of Bodoni type, Charles Deering McCormick Library of Special Collections. Photograph by Andrew Campbell.

Library Regulations

ANIMALS

Dogs and other pets, except service animals, are not permitted in the Library.

BICYCLES, IN-LINE SKATES, ETC.

Bicycles will be removed from the areas surrounding the Library if not placed in bicycle racks. Roller skates, in-line skates, skateboards, etc. may not be used in the Library.

FIRE ALARM

If the fire emergency alarm is activated, go to the nearest exit or follow directions of Library staff members, University Police, or Evanston fire and police officials.

FOOD AND BEVERAGES

Beverages are permitted in the Library if they are covered. Food is permitted only in the Student Lounge and the Plaza Café. Individual departments within the Library may prohibit food and drinks. No food or beverages may be distributed in the Library except through authorized vending machines.

MOTORIZED VEHICLES

Motorized vehicles are not permitted on the Library Plaza.

SMOKING

Smoking is not permitted anywhere in the Library.

THEFT OR MUTILATION

Attempted theft or mutilation of Library materials will result in heavy penalties, which may include suspension for Northwestern students; termination of employment for faculty and staff; and criminal charges for individuals not affiliated with Northwestern.

Book Location Guide/Maps

Call Number	Location	
000–099	Level 3	North Tower
100–199	Level 3	East Tower
200–299	Level 3	South Tower
300–329 *	Level 3	North Tower
330–369 †	Level 4	North Tower
370–379 ‡	Lower Level	B249
380–389	Lower Level	B249
390–399	Level 5	North Tower
400–499	Level 3	South Tower
500–599	Level 3	East Tower
600–649	Level 5	South Tower
650–659	Lower Level	B249
660–699	Level 5	South Tower
700	Art Collection	(Deering)
701	Level 3	South Tower
702–710	Art Collection	(Deering)
711	Level 3	South Tower
712–779	Art Collection	(Deering)
790–819	Level 3	South Tower
820–839	Level 4	South Tower
840–899	Level 5	South Tower
900–915	Level 3	East Tower
916 (Africana)	Level 5	East Tower
917–929	Level 3	East Tower
930–959	Level 4	East Tower
960–969 (Africana)	Level 5	East Tower
L968–L969 (Africana)	Lower Level	B249
970–999	Level 4	East Tower
Curr 000–999	Level 5	North Tower
Transportation Library	Level 5	North Tower

* 328.42 G78b and 328.42 G78br, British parliamentary papers, and 328.42 G78p, British parliamentary debates, are on the Lower Level, B249.

† 338.741, annual reports prior to 2002, may be requested at the Circulation Services desk.

‡ 378 NU, dissertations prior to 2002, may be requested at the Circulation Services desk.

Current dissertations are shelved in B238. Curr 370s, Curriculum Collection, are on Level 5, North Tower.

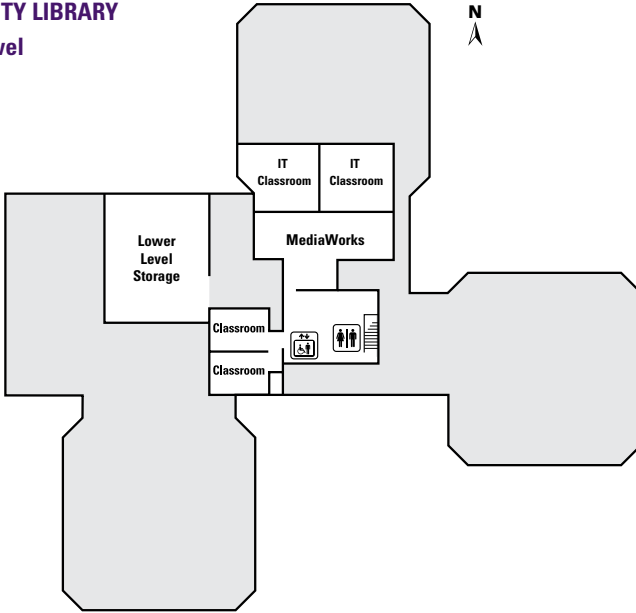
L (large) books are shelved to the right of the entrance in each tower.

F (folio) books in the Main Library and Africana are stored in the Lower Level and may be requested at the Circulation Services desk.

Lower Level Storage books are shelved in B249.

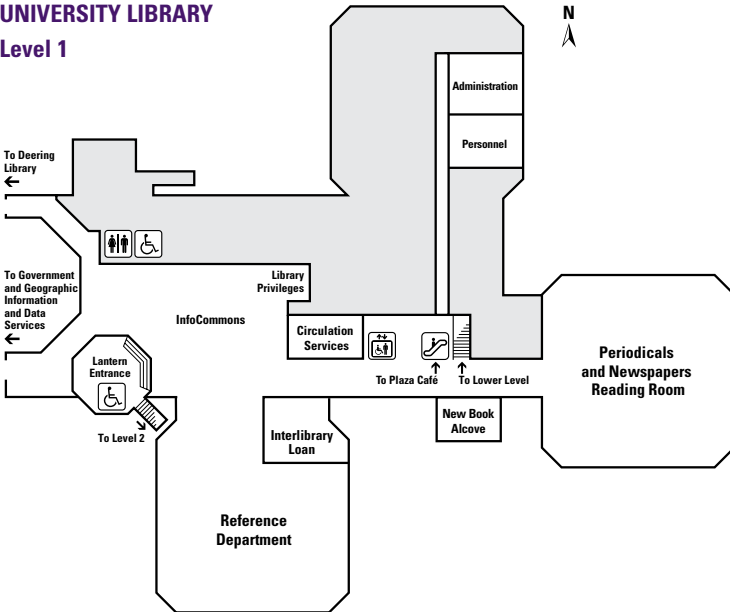
UNIVERSITY LIBRARY

Lower Level

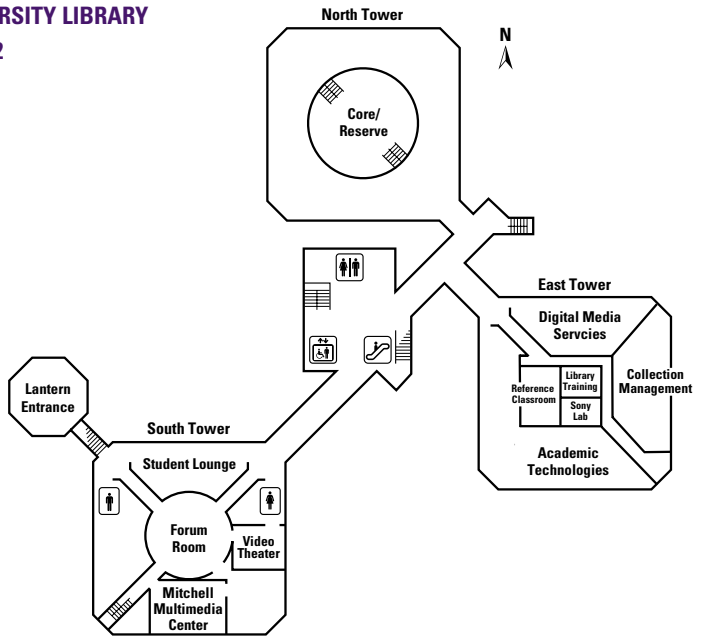


UNIVERSITY LIBRARY

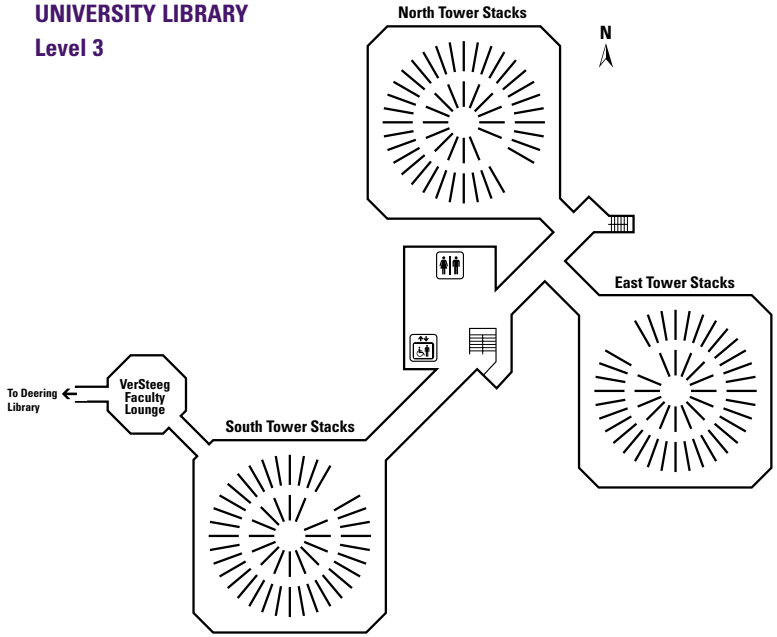
Level 1



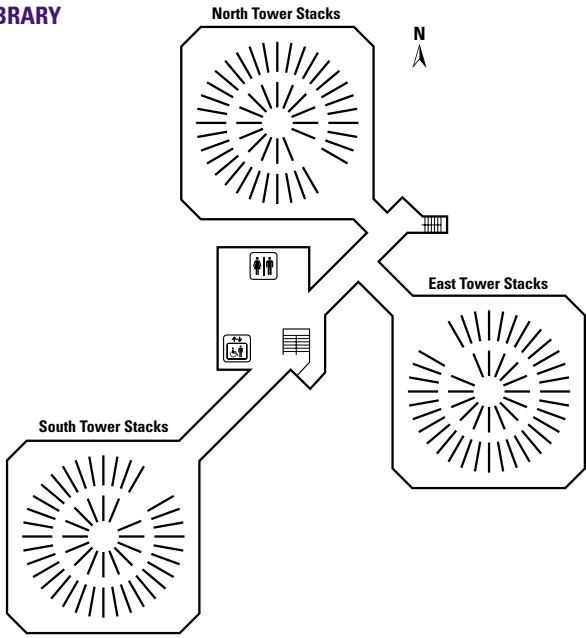
UNIVERSITY LIBRARY
Level 2



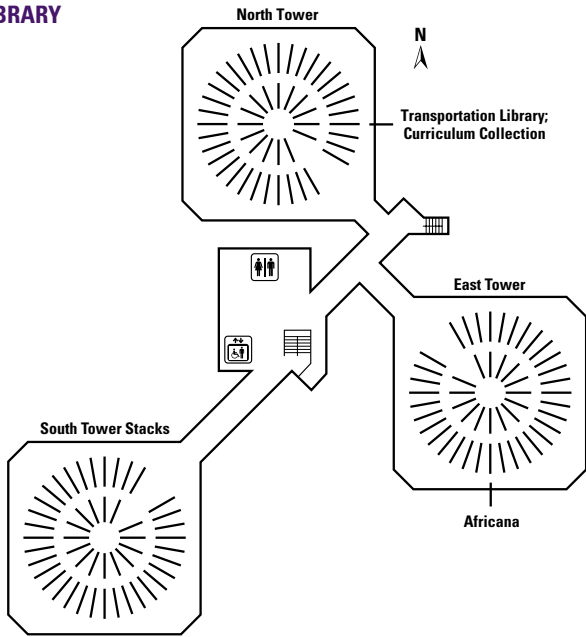
UNIVERSITY LIBRARY
Level 3



UNIVERSITY LIBRARY
Level 4

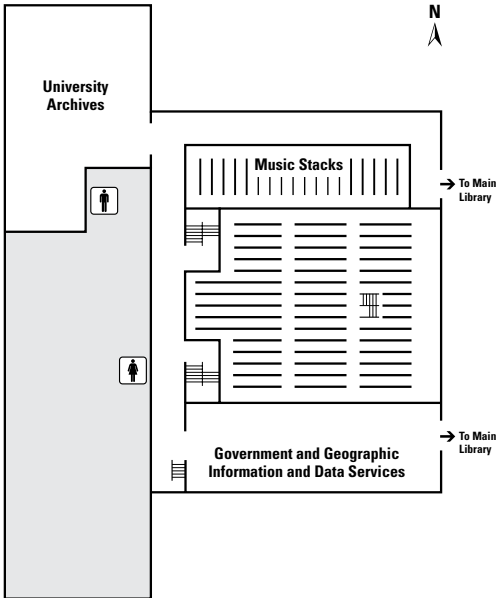


UNIVERSITY LIBRARY
Level 5



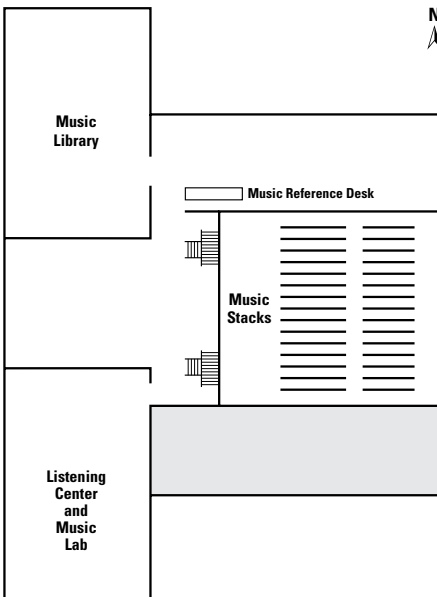
DEERING LIBRARY

Level 1



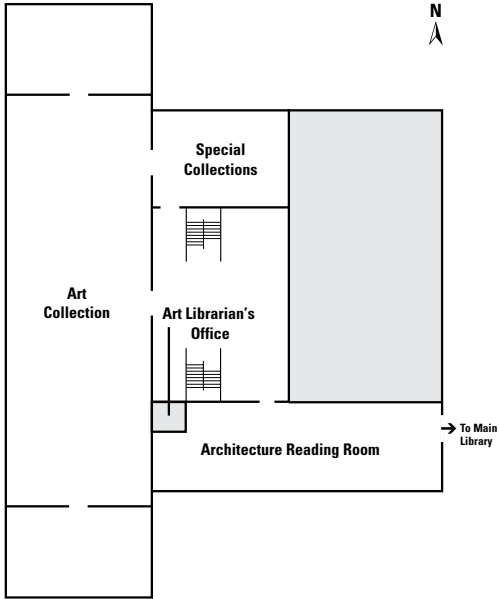
DEERING LIBRARY

Level 2



DEERING LIBRARY

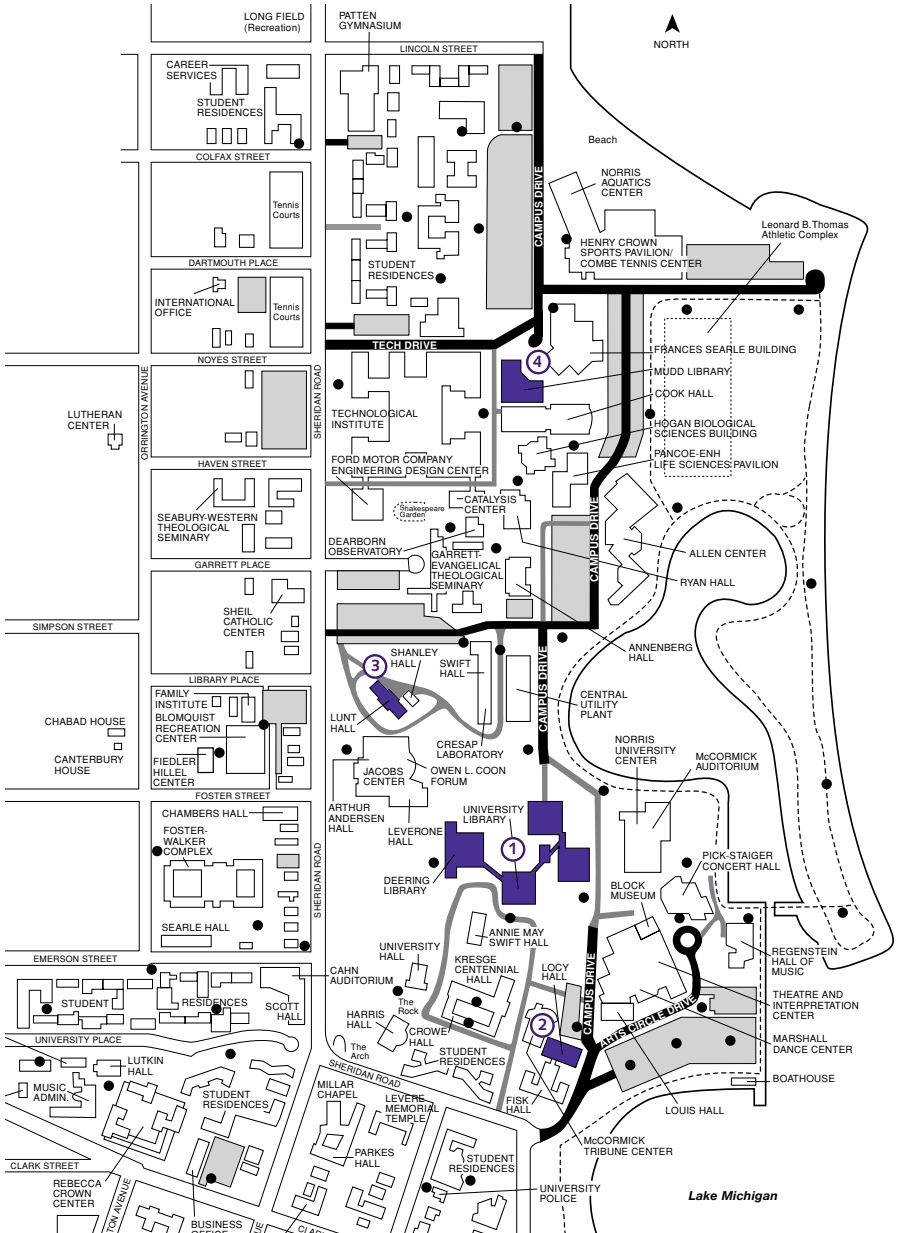
Level 3



EVANSTON CAMPUS MAP

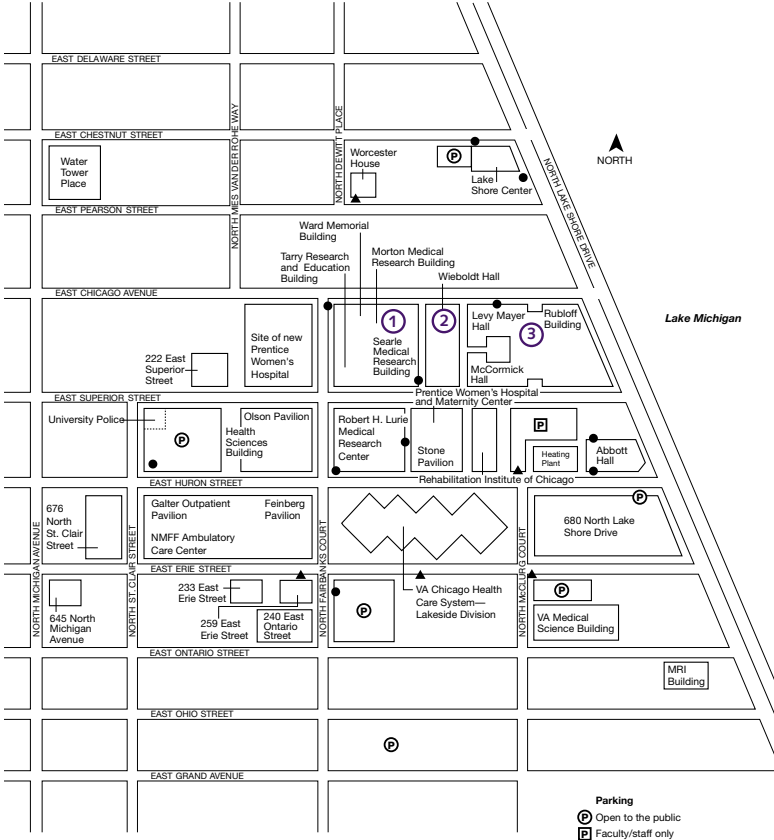
- ①
- ②
- ③
- ④

University Library and Deering Library
 Geology Library, Loy Hall, Room 101
 Mathematics Library, Lunt Hall, Room 111
 Science-Engineering Library, Seeley G. Mudd Building



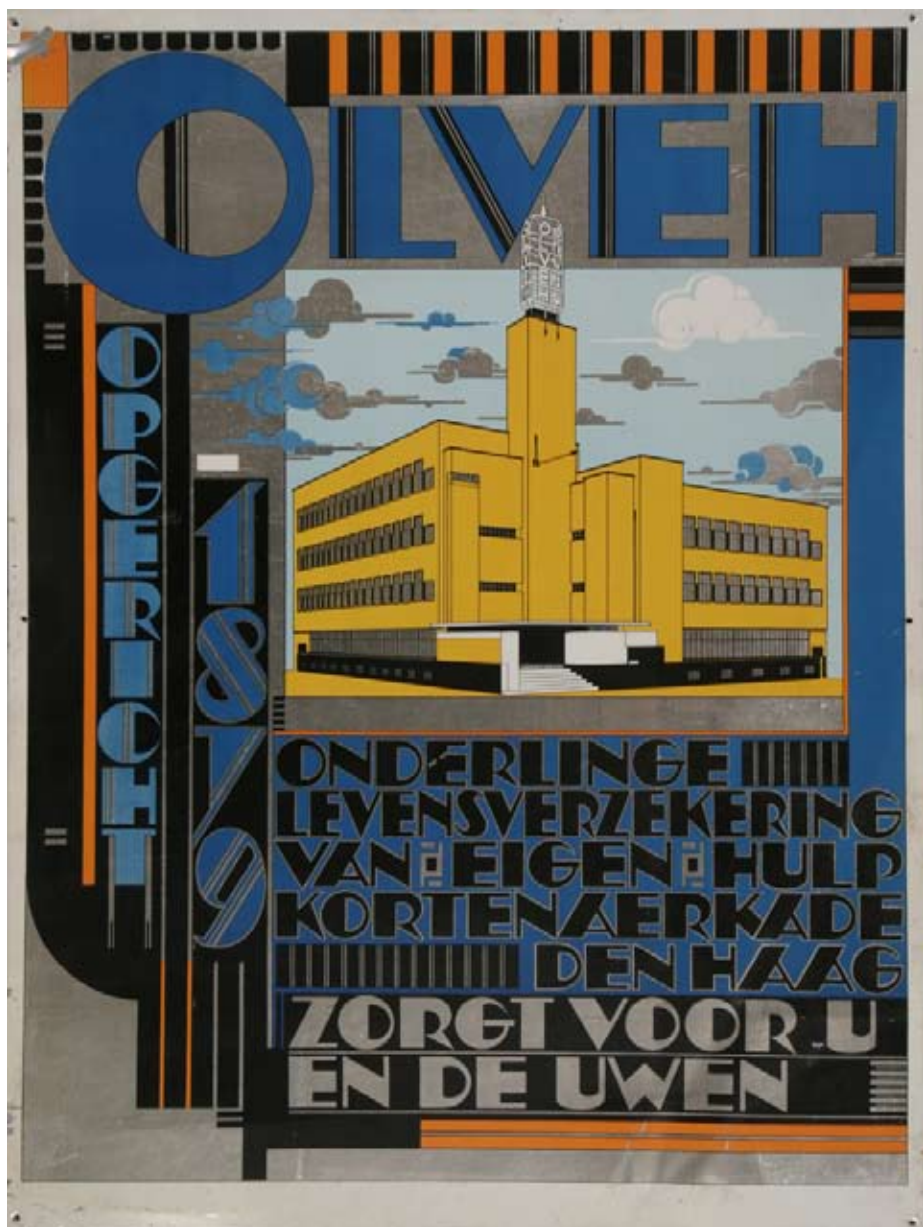
CHICAGO CAMPUS MAP

- ① Galter Health Sciences Library, Montgomery Ward Memorial Building, 1st floor
- ② Schaffner Library, Wieboldt Hall, 2nd floor
- ③ Pritzker Legal Research Center, Arthur Rubloff Building



- Parking**
- Ⓟ Open to the public
 - Ⓡ Faculty/staff only
- Emergency "Blue Light" Telephones**
- Northwestern University
 - ▲ Northwestern Memorial Hospital

1106



Jan Wils, metal poster for the Olveh Insurance Building, 1930. Charles Deering McCormick Library of Special Collections. Photograph by Andrew Campbell.

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

For advice or assistance regarding this policy, see www.northwestern.edu/eoo.