

FACULTY SERVICES

ACADEMIC LIAISON LIBRARIANS

Northwestern University Library's academic liaison librarians are subject specialists who serve as the primary contacts between the Library and academic departments, programs, or groups of scholars sharing special research needs. Liaisons offer numerous specialized services, including discipline-specific research consultations, information about topics in scholarly communication, library instruction, and general information on Library services. Liaisons also develop and manage specific subject collections and may be contacted directly with questions or purchase suggestions. Liaisons are listed at www.library.northwestern.edu/collections/selectors.html.

For more information, e-mail alsdept@northwestern.edu.

SCHOLARLY COMMUNICATIONS

"Scholarly communications" refers to the means by which scholars publish and communicate their research. In recent years, traditional forms of scholarly communications have become less economically sustainable. As new models are developed, areas of concern arise. The Library offers guidance in understanding these areas, including copyright, alternative publishing methods, and open access. For more information on scholarly communications and related Library services, e-mail openaccess-help@northwestern.edu or visit www.library.northwestern.edu/services/scholarly-communications.

DIGITIZATION SERVICES

Digital Collections provides digitization services and support to Northwestern faculty and graduate students. These include audio and video streaming, slide scanning, audio production, and special projects. Call 847-467-1080 for information or visit www.library.northwestern.edu/dc.

INSTRUCTIONAL SERVICES

Faculty may request classroom instruction, specialized instruction, or training sessions on bibliographic software such as EndNote®. For more information or to arrange a session, contact your liaison or e-mail refdept@northwestern.edu.

UNIVERSITY ARCHIVES

University Archives houses noncurrent official University records as well as artifacts, scrapbooks, and a wide variety of other materials bearing on student life. This repository of primary-source materials is a place to develop your students' research skills.

Faculty may make arrangements to deposit personal papers at University Archives. For more information on this and related services, e-mail archives@northwestern.edu.

CIRCULATION INFORMATION

Loan periods

For faculty the initial loan period on most circulating items in the general collections is one year. Journals, reference books, periodicals, music recordings, and certain other materials do not circulate. Items from the Core Collection, Marjorie I. Mitchell Multimedia Center, and Reserve have shorter loan periods. Please check with the individual collection for its specific loan policies.

Delivery

Full-time Evanston campus faculty may ask to have books and other materials retrieved from the stacks and either held at the Circulation Desk in the Main Library or the Seeley G. Mudd Library for Science and Engineering or delivered by campus mail. Books, DVDs, and videos from the collections on the Evans-ton campus are offered through this service, as are books from the Joseph Schaffner Library, the Pritzker Legal Research Center, and the Galter Health Sciences Library on the Chicago campus. For more information, see www.library.northwestern.edu/circulation/services/bookretrieval.html.

Paging services

Faculty may call Circulation Services at 847-491-7633 to request that books from the main stacks be pulled and held at the Circulation Desk for up to three days. Six books per day may be requested.

Recalls

Checked-out materials can be recalled. The current borrower will be notified by e-mail or mail that the item must be returned within 10 days of the recall date. There is no grace period for overdue recalled items, and borrowing privileges are blocked until the recalled item is returned.

Borrowing from other libraries

Interlibrary Loan

Interlibrary Loan (ILL) orders materials that are not owned by University Library, are missing or lost, or are in use. ILL services, including electronic delivery of articles, are free to all Northwestern students, faculty, and staff. ILL will not request materials that are on Reserve or in Core.

Reciprocal borrowing agreements

University Library has reciprocal borrowing agreements with libraries at the University of Chicago and Loyola University Chicago.

Full-time Northwestern faculty planning to visit other universities within North America may obtain an OCLC Reciprocal Faculty Borrowing Program card from the Library Privileges Office in the Main Library in order to gain access to and/or check out materials from participating libraries. A list of participating institutions is available at www.oclc.org/membership/advisorycommittees/profile8.htm.

Uncataloged materials

Uncataloged items are listed in NUcat as "In Process," "On Order," or "Received on [date]"; Inquire at Circulation Desk" instead of having a call number. Requests for uncataloged materials may be placed at the Circulation Desk or through an online form at www.library.northwestern.edu/circulation/services/rum.html.

RESERVE

Reserve allows instructors to set aside books, articles, and audio/visual materials for use by their students. Reserve items have short circulation periods that allow required or recommended materials to be more readily available for students. Electronic reserve provides students access to digital documents through the Library's online catalog or the Black-board course management system. For more information, visit www.library.northwestern.edu/courses/facind.html.

BORROWING PRIVILEGES FOR FACULTY ASSOCIATES

Research assistant cards

A research assistant doing research for a faculty member may be assigned proxy borrowing privileges on the professor's behalf. The research assistant must bring an RA Authorization Form (available online at www.library.northwestern.edu/circulation/privileges/raproxy.html) to the Library Privileges Office or the Circulation Desk at the Main Library.

Nonemployee privileges

Spouses and domestic partners of University employees may be eligible for WildCARDS, which grant them borrowing privileges.

SPACES FOR FACULTY USE

There are many spaces in the Library that faculty may reserve for classes, personal study, and events. Among them are the following:

- **The Forum Room** is designed for classes and special programs requiring computer or video projection and video conferencing. Contact the Mitchell Multimedia Center (847-491-7678) for more information or to reserve the room.
- **The Video Theater** is equipped with video and computer projection. Contact the Mitchell Multimedia Center (847-491-7678) for more information or to reserve the room.
- **Computer lab and classrooms**, located on the Lower Level, are open to students, faculty, and staff and can be reserved for academic course work. Hardware includes PC and Macintosh computers and scanners. For information and to reserve the labs, visit www.it.northwestern.edu/education/complabs.
- **Ver Steeg Faculty Lounge** is available for formal social events, such as lectures. Events must be sponsored by members of the faculty or administration. The Library administration office (847-491-7641) handles scheduling of the space.
- **Study carrels:** The Library maintains closed rooms and open desks as assigned study carrels for current faculty and graduate students. Assignments are made for the academic year and Summer Session. Open desk study carrels are available to all graduate students and faculty members. The demand for closed room study carrels, which are available only to current faculty and PhD candidates, far exceeds supply, and the average wait is eight months. A refundable \$25 key deposit is required for closed carrels.

Applications for carrels may be obtained from the Library Privileges Office.

OTHER LIBRARIES

In addition to the main building, several branches and affiliate libraries offer collections and services to the Northwestern community.

- **Seeley G. Mudd Library for Science and Engineering**
- **Galter Health Sciences Library** (Chicago campus)
- **Pritzker Legal Research Center** (Chicago campus)
- **Joseph Schaffner Library**
(Chicago campus; serves the Kellogg School of Management, the School of Continuing Studies, and the Osher Lifelong Learning Institute)
- **United Library** of the Garrett-Evangelical Theological Seminary and Seabury-Western Theological Seminary
- **Evanston Public Library**
- **Loyola University Chicago Libraries**
- **University of Chicago Library**

1970 Campus Drive
Evanston, Illinois 60208-2300

Administration: 847-491-7641
InfoCommons: 847-491-7658
www.library.northwestern.edu

Academic Liaison Services:
alsdept@northwestern.edu
[www.library.northwestern.edu/
academicliaisonservices](http://www.library.northwestern.edu/academicliaisonservices)

Regular University Library hours
for the academic year:
Monday–Thursday, 8:30 a.m.–3 a.m.
Friday–Saturday, 8:30 a.m.–11:45 p.m.
Sunday, 10 a.m.–3 a.m.

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