

## Himmelfarb Library Access Policy

Physical access to Himmelfarb Library is restricted to graduate students, and undergraduate majors, faculty and staff of The George Washington University Schools of Medicine and Health Sciences (SMHS), Public Health and Health Services (SPHHS), and Nursing (SON). Faculty of other programs within the University also have unlimited library access. Students enrolled in SMHS, SPHHS, and SON courses requiring access to physical reserve materials, working for departments, or whose instructors in the above schools have made special requests for access, may also use Himmelfarb pending instructor or departmental request. Access to Himmelfarb is currently unavailable to all other GW students and general staff within other schools of the University. The table below details specific group access and borrowing privileges. Other University students and staff do not have physical access to Himmelfarb Library.

Specific individual concerns may be discussed with Catherine Sluder, Access Coordinator: phone: (202) 994-9453 or e-mail: [crharris@email.gwu.edu](mailto:crharris@email.gwu.edu)

### **KEY:**

**SMHS** = School of Medicine and Health Sciences

**SPHHS** = School of Public Health and Health Services

**SON** = School of Nursing

**MFA** = Medical Faculty Associates

Affiliation	Onsite Physical Access	Borrowing	
		Print	AV
<b>GW Students obtaining Advanced Degree (Active only)</b>			
<ul style="list-style-type: none"> <li>SMHS, SPHHS and SON, including:</li> <li>Institute for Biomedical Science (IBS)</li> <li>Biochemistry</li> <li>Epidemiology and Biostatistics</li> </ul>	Yes	Yes	Yes
<ul style="list-style-type: none"> <li>All other students</li> </ul>	No	Yes	No
<b>GW Students obtaining Undergraduate Degree (Active only)</b>			
<ul style="list-style-type: none"> <li>Students with <i>declared majors</i> in SMHS, SPHHS, or SON</li> <li>Students taking SPHHS or SMHS course(s) for which professor has placed print/AV materials on Reserve at Himmelfarb<sup>1</sup></li> </ul>	Yes	Yes	Yes
<ul style="list-style-type: none"> <li>All other students (<i>including Early Selection &amp; Pre-Med undergraduates</i>)</li> </ul>	No	Yes	No
<b>GW Residents and Fellows (Active only)</b>	Yes	Yes	Yes
<b>GW Faculty of ALL University schools</b>			
<ul style="list-style-type: none"> <li>Active and Emeritus<sup>2</sup></li> </ul>	Yes	Yes	Yes
<ul style="list-style-type: none"> <li>Retired (non-Emeritus)</li> </ul>	Yes	No	No

• Former (non-Retired, non-Emeritus)	No	No	No
<b>GW Alumni</b>			
• SMHS, SPHHS and SON <sup>2</sup>	Yes 7:30AM – 6:00PM Weekdays; 1 <sup>st</sup> floor and B1 level book stacks	No	No
• All other GW University Schools	No	No	No
<b>GW Staff (Active Only)</b>			
• SMHS, SPHHS and SON	Yes	Yes	Yes
• GW Hospital <sup>3</sup>	Yes	Yes	Yes
• MFA <sup>3</sup>	No	No	No
• All other staff	No	No	No
<b>Visiting Fellows, Residents and Scholars<sup>4</sup></b>	Yes	Yes	Yes
<b>University Students Working for SMHS, SPHHS and SON Departments<sup>5</sup></b>	No	No	No
<b>Corporate Members of Himmelfarb Library<sup>6</sup></b>	Yes	Yes	Yes
<b>General Public with no GW Affiliation (including local area physicians)</b>	No	No	No

<sup>1</sup>Professor must submit student names and GWids to Library.

<sup>2</sup>Emeritus Faculty of the University and Alumni of the three schools served by Himmelfarb Library should contact the Access Coordinator, Catherine Sluder, at [crharris@email.gwu.edu](mailto:crharris@email.gwu.edu) or (202) 994-9453, in advance for information about how to obtain GWorld cards in order to ensure physical access to the building. Requests by alumni for access are handled on a case-by-case basis. Alumni of the three schools may visit Himmelfarb on an occasional basis to use onsite resources.

<sup>3</sup>For specific policies and instructions on handling Hospital, MFA and also CNMC employees, see following section.

<sup>4</sup>Prior arrangements must be made by contacting the Access Coordinator, Catherine Sluder, at [crharris@email.gwu.edu](mailto:crharris@email.gwu.edu) or (202) 994-9453.

<sup>5</sup>If a student employee is required to use physical resources at Himmelfarb as part of his/her job, the departmental administrator must contact the Circulation Coordinator, Catherine Sluder, at [crharris@email.gwu.edu](mailto:crharris@email.gwu.edu) or (202) 994-9453 to arrange for access.

<sup>6</sup>Corporate members must get a GWorld card for Library entry.