New Faculty Orientation Packet

Updated March 2019
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Section 1

Frequently Asked Questions

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
What is the library’s contact information?

Himmelfarb Health Sciences Library
The George Washington University
2300 I St., NW, Washington, DC 20037
Phone: (202) 994-2850
Text: (202) 601-3525
Email: himmelfarb@gwu.edu
Website: http://himmelfarb.gwu.edu

How do I connect to the internet on campus?

GW Wireless allows GW affiliates to connect to wireless access by logging in with their GW NetID and password; consult the step-by-step instructions.

GW Guests may connect to wireless via GWconnect; to use GWconnect, consult the step-by-step instructions.

What e-resources do you have in my subject area?

Consult the Research Guides developed by Himmelfarb Library. Research guides are available for many departments and programs of study as well as specific topics including citation styles, RefWorks, and PollEverywhere. Subject-specific guides are available for the School of Medicine and Health Sciences, the Milken Institute School of Public Health, the School of Nursing, and general reference guides on topics such as citation styles and RefWorks.

What hours is the Himmelfarb Library open to faculty?

The Library is open 24/7. Holiday hours and closings are available on the library’s webpage. Hours for specific services are:

- Limited Circulation functions will be provided between 12:00 midnight and 8:00am.
- The Reference desk is staffed Monday – Thursday 8:30am–8:00pm, Friday 8:30am–5:00pm, and Saturday 12–4:00pm.

Is the Himmelfarb Health Sciences Library open to the general public?

No
May I bring my spouse/guest with me to study in the library?

There is no walk-in access for guests or visitors.

Visitors may use the library computers on site by logging in with their GW NetID/password; visitors who are not GW affiliates may ask for a temporary login at the Circulation and/or Reference Desk. Visitors are not eligible for off-campus access to electronic resources, and are not able to use the Bloedorn Technology Center on the library’s 3rd floor. Visitor access is restricted to the first floor and the Lower Level (B1).

The Ross Hall security desk must be notified in advance of a visitor’s appointment date/time by calling 202-994-8800. On arrival, the visitor must produce photo ID and, if unaccompanied, must ask Security to telephone the library to send a member of the staff to accompany them to Himmelfarb.

What is the cost for GW faculty to print?

The cost for black and white printing is $0.09 per sheet or $0.10 per sheet if printing double-sided ($0.05 per side). The charge for color printing is of $0.70 per sheet ($0.35 per side if printing double-sided). Black and white, as well as color printing, is available at all of the 1st and 3rd floor print kiosks in the Himmelfarb Library. You may pay with your GWorld Card, credit card (a $0.40 transaction fee is applied), or funds deposited into your WEPA account.

Does the library charge fines for overdue books?

Yes. Fines vary depending on the type of material.

Does the library accept credit cards?

The library accepts MasterCard and Visa. The library does not accept American Express or Discover.

What is the cost for an Interlibrary loan?

For GWSPH, SMHS, SON faculty and staff the first 15 Interlibrary Loan requests are free of charge, then charges apply.

I can’t access the wireless network in the library. Where do I go for help?

For in-person assistance, speak to someone on the library’s Reference Desk or the Computer Help Desk in the Bloedorn Technology Center on the 3rd floor. For additional or off hours assistance contact the Division of IT at (202) 994-4948 or ithelp@gwu.edu; this service is available 24/7.
Where can I go for help with my laptop?

The Computer Help Desk in the Bloedorn Technology Center on the 3rd floor, is staffed Sunday – Thursday 11:00 am – 7:30 pm for in-person assistance.

Which computers in the library have CD burners?

Selected computers in the Bloedorn Technology Center (3rd floor) have CD burners. Contact the Bloedorn Technology Center Computer Help Desk on 202-994-2857.

Is there a scanner in the library?

There are 3 flat-bed scanners in the Bloedorn Technology Center, on the third floor. In addition, there is a scanner on the first floor of the library.

Where can I find image resources for my presentations, handouts, etc?

The library provides a links to collections of electronic image resources for use in your presentations and handouts. Links are available in the research guides for GWSPH, SMHS, and SON.
How do I get computer training?
- Himmelfarb librarians run training classes during the academic year that are advertised on the library website’s [course calendar](#).
- Web-based tutorials are available from the library website’s [Tutorials webpage](#).
- [lynda.com](#) offers GW community members access to a wide range of job-readiness online courses.
- One-on-one consultation and assistance in the use of library electronic resources are available from the Reference Desk; contact (202) 994-2850 or [himmelfarb@gwu.edu](mailto:himmelfarb@gwu.edu).
- To arrange for a librarian to give training to your students on electronic resources for their course contact Alexandra Gomes at (202) 994-1825, e-mail: [gomesa@gwu.edu](mailto:gomesa@gwu.edu).
- Training on Blackboard, GW’s management system, is available through the Instructional Technology Lab: (202) 994-0485/[itl@gwu.edu](mailto:itl@gwu.edu). Quick questions about Blackboard can be directed to either Alexandra Gomes at (202) 994-1825/[gomesa@gwu.edu](mailto:gomesa@gwu.edu) or Laura Abate at (202) 994-8570/[leabate@gwu.edu](mailto:leabate@gwu.edu).
- For assistance with developing multi-media learning materials, the Bloedorn Technology Center on the Himmelfarb Library 3rd floor has a dedicated faculty workstation and two laptops with software for creating recorded tutorials, websites, and editing audio and video; contact John Lopez [jlopez@gwu.edu](mailto:jlopez@gwu.edu)/(202) 994-2857 for additional information, assistance or to reserve the equipment. An [Active Learning Resources](#) research guide is also to support instructional technology.

Where do I go for advice about teaching, instruction & pedagogy?
The [University Teaching and Learning Center](#) offers a variety of programs to faculty and graduate teaching assistants; contact via (202) 994-4026 or [utlc@gwu.edu](mailto:utlc@gwu.edu).

For assistance with developing and implementing online courses, distance education, and technology activities, contact:
- SMHS Health Sciences Programs: Laurie Lyons (202) 994– 8376/[lbl@gwu.edu](mailto:lbl@gwu.edu).
- SMHS MD Program: Tracy Blanchard (202) 994–4034: [ttthompson@gwu.edu](mailto:ttthompson@gwu.edu)
- SON: Miro Liwosz: (571) 553–3670/[miroliwosz@gwu.edu](mailto:miroliwosz@gwu.edu)

Whom do I call to schedule an orientation, request an in-class review of resources, etc.?
Contact Alexandra Gomes at (202) 994-1825/[gomesa@gwu.edu](mailto:gomesa@gwu.edu).
How do I reserve a classroom or meeting room in Ross Hall?

Where do I go to borrow equipment?

Contact Classroom and Teleconferencing Services at (202)994-2312 or smhsclassrooms@gwu.edu.

Technicians are responsible for providing audiovisual projection equipment and services throughout Ross Hall, and Himmelfarb Library classrooms, weekdays between 7:30am and 8:00pm. Requests for projection services outside of these hours are subject to technician availability and incur an overtime fee.

A variety of equipment is available for loan and must be picked up and returned by the borrower at the Classroom & Teleconferencing Services Office. There is no charge for equipment loan services. A department fund and account number is required.
Section 2

Whom do I call?

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
### Ross Hall Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Hall Security</td>
<td>(202) 994-8800</td>
</tr>
<tr>
<td><strong>CASS Help Desk</strong></td>
<td></td>
</tr>
<tr>
<td>Computer and Applications Support Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(202) 994-9400</td>
</tr>
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### Himmelfarb Library Numbers

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<thead>
<tr>
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<tr>
<td>Circulation desk</td>
<td>(202) 994-2962</td>
</tr>
<tr>
<td>Reference desk</td>
<td>(202) 994-2850</td>
</tr>
<tr>
<td>Report a missing book</td>
<td>(202) 994-2962</td>
</tr>
<tr>
<td>Recommend a book, journal, database, software or other items for the library</td>
<td>(202) 994-2850</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>(202) 994-2860</td>
</tr>
<tr>
<td>Course Reserves</td>
<td>(202) 994-1829</td>
</tr>
<tr>
<td>Problems with the wireless network in the library</td>
<td>(202) 994-2850</td>
</tr>
<tr>
<td>Department</td>
<td>Library Liaison</td>
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<tr>
<td>------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Anatomy and Cell Biology</td>
<td>Tom Harrod</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tph@gwu.edu">tph@gwu.edu</a></td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>Laura Abate</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:leabate@gwu.edu">leabate@gwu.edu</a></td>
</tr>
<tr>
<td>Biochemistry and Molecular Biology</td>
<td>Tom Harrod</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tph@gwu.edu">tph@gwu.edu</a></td>
</tr>
<tr>
<td>Clinical Research and Leadership</td>
<td>Alexandra Gomes</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gomesa@gwu.edu">gomesa@gwu.edu</a></td>
</tr>
<tr>
<td>Dermatology</td>
<td>Elaine Sullo</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elainej@gwu.edu">elainej@gwu.edu</a></td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Paul Levett</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:prlevett@gwu.edu">prlevett@gwu.edu</a></td>
</tr>
<tr>
<td>Environmental and Occupational Health</td>
<td>Anne Linton</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:alinton@gwu.edu">alinton@gwu.edu</a></td>
</tr>
<tr>
<td>Epidemiology and Biostatistics</td>
<td>Brian McDonald</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bmcdonald@gwu.edu">bmcdonald@gwu.edu</a></td>
</tr>
<tr>
<td>Exercise Science</td>
<td>Elaine Sullo</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elainej@gwu.edu">elainej@gwu.edu</a></td>
</tr>
<tr>
<td>Global Health</td>
<td>Alexandra Gomes</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gomesa@gwu.edu">gomesa@gwu.edu</a></td>
</tr>
<tr>
<td>Health Policy</td>
<td>Paul Levett</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:prlevett@gwu.edu">prlevett@gwu.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Library Liaison</td>
</tr>
<tr>
<td>------------------------------------------------</td>
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</tr>
<tr>
<td>Health Services Management and Leadership</td>
<td>Anne Linton <a href="mailto:alinton@gwu.edu">alinton@gwu.edu</a></td>
</tr>
<tr>
<td>Medicine</td>
<td>Laura Abate <a href="mailto:leabate@gwu.edu">leabate@gwu.edu</a></td>
</tr>
<tr>
<td>Microbiology, Immunology and Tropical Medicine</td>
<td>Ruth Bueter <a href="mailto:rbueter@gwu.edu">rbueter@gwu.edu</a></td>
</tr>
<tr>
<td>Neurological Surgery</td>
<td>Brian McDonald <a href="mailto:bmcdonald@gwu.edu">bmcdonald@gwu.edu</a></td>
</tr>
<tr>
<td>Neurology</td>
<td>Brian McDonald <a href="mailto:bmcdonald@gwu.edu">bmcdonald@gwu.edu</a></td>
</tr>
<tr>
<td>Nursing Education</td>
<td>Elaine Sullo <a href="mailto:elainej@gwu.edu">elainej@gwu.edu</a></td>
</tr>
<tr>
<td>Obstetrics and Gynecology</td>
<td>Paul Levett <a href="mailto:prlevett@gwu.edu">prlevett@gwu.edu</a></td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>Ruth Bueter <a href="mailto:rbueter@gwu.edu">rbueter@gwu.edu</a></td>
</tr>
<tr>
<td>Orthopedic Surgery</td>
<td>Paul Levett <a href="mailto:prlevett@gwu.edu">prlevett@gwu.edu</a></td>
</tr>
<tr>
<td>Pathology</td>
<td>Sara Hoover <a href="mailto:shoover@gwu.edu">shoover@gwu.edu</a></td>
</tr>
<tr>
<td>Pediatrics/Integrated Systems Biology @ CNMC</td>
<td>Ruth Bueter <a href="mailto:rbueter@gwu.edu">rbueter@gwu.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Library Liaison</td>
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<tr>
<td>Pharmacogenomics</td>
<td>Paul Levett <a href="mailto:prlevett@gwu.edu">prlevett@gwu.edu</a></td>
</tr>
<tr>
<td>Pharmacology and Physiology</td>
<td>Tom Harrod <a href="mailto:tph@gwu.edu">tph@gwu.edu</a></td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>Laura Abate <a href="mailto:leabate@gwu.edu">leabate@gwu.edu</a></td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>Elaine Sullo <a href="mailto:elainej@gwu.edu">elainej@gwu.edu</a></td>
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<tr>
<td>Prevention and Community Health</td>
<td>Sara Hoover <a href="mailto:shoover@gwu.edu">shoover@gwu.edu</a></td>
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<tr>
<td>Radiology</td>
<td>Sara Hoover <a href="mailto:shoover@gwu.edu">shoover@gwu.edu</a></td>
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<tr>
<td>Surgery</td>
<td>Alexandra Gomes <a href="mailto:gomesa@gwu.edu">gomesa@gwu.edu</a></td>
</tr>
<tr>
<td>Urology</td>
<td>Laura Abate <a href="mailto:leabate@gwu.edu">leabate@gwu.edu</a></td>
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### Room Booking/Equipment Loan Number

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<tr>
<td>Classroom Reservation Request Form</td>
<td>Classroom Services</td>
</tr>
<tr>
<td></td>
<td>202-994-2856</td>
</tr>
<tr>
<td>Equipment Loan Services</td>
<td>Before 8:30 a.m., or after 6 pm., and on weekends, call (202) 373 9566</td>
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### GW Hospital Numbers

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<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Hospital Operator</td>
<td>(202) 715-4000</td>
</tr>
<tr>
<td>Hospital Security</td>
<td>(202) 715-5000</td>
</tr>
<tr>
<td>Hospital Facilities</td>
<td>(202) 715-4316</td>
</tr>
<tr>
<td>Hospital IT Help Desk</td>
<td>(202) 715-4955</td>
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### GW Medical Faculty Associates (MFA)

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<tr>
<td>Operator</td>
<td>(202) 741-3000</td>
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<tr>
<td>Security</td>
<td>(202) 741-3366</td>
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<tr>
<td>IT Help Desk</td>
<td>(202) 741-3636</td>
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<tr>
<td>Department</td>
<td>Phone</td>
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<td>------------------------------------------------</td>
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</tr>
<tr>
<td><strong>GW Police Department</strong></td>
<td>(202) 994-6111</td>
</tr>
<tr>
<td><strong>GW Division of Information Technology Help Desk</strong></td>
<td>(202) 994-4948</td>
</tr>
<tr>
<td><strong>GW Hospital</strong></td>
<td>(202) 715-4000</td>
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<tr>
<td><strong>Facilities including emergency requests</strong></td>
<td>(202) 994-6706</td>
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<tr>
<td><strong>Housekeeping</strong></td>
<td>(202) 994-6706</td>
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<tr>
<td>(option 2)</td>
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<tr>
<td><strong>GWWorld debit card issues</strong></td>
<td>(202) 994-1795</td>
</tr>
<tr>
<td><strong>GW Human Resources</strong></td>
<td>(202) 994-8500</td>
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<tr>
<td><strong>Gelman Library</strong></td>
<td>(202) 994-6558</td>
</tr>
<tr>
<td><strong>Burns Law Library</strong></td>
<td>(202) 994-1010</td>
</tr>
</tbody>
</table>
Section 3

Electronic Resources

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
Himmelfarb Library provides access to 100+ databases, 3,500+ e-books, and 4,000+ e-journals. Faculty can access our online collection from both on- and off-campus locations. For information on off-campus access (via VPN or via GW NetID) please consult our off-campus access instructions.

**Databases**

Himmelfarb Library’s most popular databases are available from the library homepage and all databases are available from the databases webpage. On the Databases webpage, available resources are organized by broad subject groups including Research Articles, Clinical/Evidence-Based Medicine, Drugs/Pharmacology, Health Sciences/Allied Health, Public Health, Research Tools, Mobile/Handheld, News and Non-Medical, Nursing, and E-Book Collections. Select any of these headings to display and access relevant databases, or use the alphabetical menu to navigate to the desired database.

Himmelfarb Library provides access to a search tool which searches across the library’s print and online collections. This search tool, Health Information @ Himmelfarb, is accessible via the search box on the library’s homepage and is also available from the databases page. By default, Health Information @ Himmelfarb will only display resources (books, journal articles, and other resources) available from Himmelfarb Library; users may change this setting to search for health sciences material more broadly.

All of Himmelfarb Library’s databases are designed for use on desktop computers, and many resources are also designed to function on smaller mobile device screens. Database access on mobile devices includes resources which will automatically provide a mobile-optimized web interface when users access from a mobile device: these resources include PubMed, ClinicalKey, Health Information @ Himmelfarb, AccessMedicine, and CINAHL Plus with Full-Text. Other resources are available as an app which can be connected to Himmelfarb’s database license to allow users access to premium databases; app availability includes DynaMed, Lexicomp, and Epocrates Essentials.
For a complete app list and instructions for connecting the apps to Himmelfarb Library’s database licenses; please access Himmelfarb Library’s App Shelf.
Himmelfarb Library’s most popular databases include:

**PubMed**

Health sciences articles including clinical, basic sciences, and public health information. Interface incorporates Himmelfarb Library’s customized search filters for Clinical Reviews/EBM, Clinical Trials, and Reviews.

ClinicalKey

Clinical information tool searches extensive full-text holdings for clinical answers in journal articles, books, and videos. Searchable by keyword as well as disease, finding, procedure or drug.

Published by Elsevier. 2007 – Present.
Scopus

Interdisciplinary citation and abstract database covering more than 14,200 peer-reviewed journals, tracking cited and citing literature. The interdisciplinary coverage of this database makes it an excellent resource for faculty involved in research as Scopus can be used to locate relevant research across disciplines.

Published by Elsevier.
AccessMedicine

Full-text clinical and basic sciences textbook collection that includes Harrison's Online, Tintinalli's Emergency Medicine, Current Medical Diagnosis and Treatment, Hurst's The Heart, Goodman & Gilman's The Pharmacological Basis of Therapeutics, and the Lange educational library series.
Lexicomp

Comprehensive clinical drug information; includes Lexi-Drugs and Lexi-Interact. Lexicomp can also be installed as an app on phones and mobile devices.
CINAHL Plus with Full-Text

Authoritative coverage of nursing and allied health literature covers a wide range of topics including nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

DynaMed Plus

Point-of-care information resource includes drug and disease information.

Journals

Himmelfarb Library provides access to than 4,000+ electronic journals. Faculty may access e-journals from the E-Journals webpage, the Library Catalog, or via article-level links integrated into databases. In most Himmelfarb Library databases including PubMed, Scopus, and CINAHL, users will find Full-Text @ Himmelfarb links which connect users directly to the full-text copy of an article.

The E-Journals webpage can be searched by title or ISSN, or browsed alphabetically. Faculty may also browse e-journals by broad medical subject; note, this method may not retrieve as
comprehensive list of e-journals in a specific subject area as can be retrieved from the Library Catalog.

While Himmelfarb’s collection of current journal titles is available online, many older issues of journals are available in the Library’s print collections which are stored in both on- and off-site locations. Faculty can search the Library Catalog for complete information on availability of older issues, and request copies of articles in storage via the Documents2Go system.

Staying current with your journals

Frequently, faculty have favorite journals which they like to scan regularly for new information. There are several methods which faculty can use to keep up with the literature. These methods will automatically notify you of new content for your favorite journals:

- **RSS Feeds** - Add the RSS feed (a special URL provided by the journal publisher) to an RSS Feed Reader (RSS feed readers are websites or apps that let you know when new items are available; example: Feedly). By adding your favorite journals to your RSS feed reader, you will be notified when a new issue is available or when new articles are posted to the journal’s website.
- **Browzine** - Browzine is an app which allows you to select your favorite journals from Himmelfarb Library’s collection. You will be able to track new vs. read items, read full-text articles online, and save full-text articles to your device.
- **Table of Contents via Email** - Many journals provide the option of receiving the Table of Contents for new editions in your email box. Check with specific journals for this option, and contact the Library’s Reference Desk with any questions.

E-Books

Himmelfarb Library provides access to than 3,500+ electronic books. E-books are accessible from the Library’s E-Books webpage, Health Information @ Himmelfarb database, and the Library Catalog. Himmelfarb Library provides access to e-book collections including AccessMedicine, ClinicalKey, and ClinicalKey for Nursing. The library also collects individual e-book titles to support education, research, and clinical practice in the GWSPH, SON, and SMHS.

E-books are web-accessible books which are accessible on a first-come, first-served basis. Many e-books are available to an unlimited number of simultaneous users, while other e-books are accessible on a ‘per copy’ basis. If you would like to use an e-book in a class, please contact Laura Abate (leabate@gwu.edu) to plan for the number of available copies of your assigned books.
Some e-books are available as part of broader collections which are listed on the e-books webpage:

**AccessAnesthesiology** is an information resource designed to support study and instruction and provide clinical information via access to a full-text anesthesia book collection, procedural videos, and self-assessment resources.

**AccessMedicine** is a full-text clinical and basic sciences textbook collection that includes Harrison’s Online, Tintinalli’s Emergency Medicine, Current Medical Diagnosis and Treatment, Hurst’s The Heart, Goodman & Gilman’s The Pharmacological Basis of Therapeutics, and the Lange educational library series.

**AccessSurgery** is an integrated online surgery resource includes videos, animations, full-text textbooks, surgical atlas, and board review.

**ClinicalKey** enables searching of more than a thousand books (Cecil Medicine, Harriet Lane Handbook, Nelson’s Pediatrics, Conn’s Current Therapy, Sabiston Textbook of Surgery, etc.), practice guidelines, drug information, journals, news, and patient education materials.

**ClinicalKey for Nursing** is a nursing clinical knowledge system provides full-text online access to evidence–based nursing monographs, textbooks, journals, practice guidelines, drug information, clinical updates, and patient education materials.

**Pediatric Care Online** is a pediatric clinical knowledge system provides access to Point–of–Care Quick Reference, AAP Textbook of Pediatric Care, Bright Futures, Antimicrobial Therapy Guide, Visual Library, Pediatric Care Updates, and AAP policy statements.

**PsychiatryOnline** has the full text of the DSM manual, and you can cross search several clinical psychiatry textbooks and journals.

**Thieme MedOne eNeurosurgery** provides access to Thieme’s entire neurosurgical library including nearly 50,000 pages of full-text journal and e–book content, 40,000 images and videos, and 250 step–by–step illustrated procedures.
Section 4

E-Resources Remote Access

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
To use library electronic resources from home you must login via the VPN (GWwireless) or via your GW Email address.

**VPN instructions**

**Installation**

1. Download and install the VPN client, Cisco AnyConnect.
2. The first time you connect type go.vpn.gwu.edu into the box, then click Connect.
3. Login to VPN with your GW NetID and password (the same login/password that you use for your GWMail or CMail).
4. Access the Himmelfarb Library website again. You can now access databases, e-texts, and e-journals without any additional logins.

**Connecting to the VPN**

1. On your computer, start the program Cisco AnyConnect then select the GW address (go.vpn.gwu.edu) and select Connect.
2. Login to VPN with your GW NetID and password (the same login/password that you use for your GWMail or CMail).
3. Additional information:
   - Instructions for Windows
   - Instructions for Mac OSX

**Instructions for connecting via GW NetID**

1. Access the Himmelfarb Library website then select the database, e-text, or e-journal which you would like to access.
2. When 'The George Washington University Single Sign-on' webpage is displayed, securely login with your GW Email and password.
3. The database, e-text, or e-journal that you selected should display automatically.

If you have questions regarding off-campus access, please contact Laura Abate (leabate@gwu.edu).
Section 5

Obtaining Materials Not Owned by Himmelfarb

Questions?
Document Delivery Service
(202) 994-2860
mlbdoc@gwu.edu

Consortium Loan Service
(202) 994-9756
rbueter@gwu.edu
There are two ways faculty may borrow books or articles from other libraries:

1. **Documents2Go**: To borrow books or articles **not** owned by any of The George Washington University Libraries (Himmelfarb, Gelman or Burns), or not owned by another academic library in Washington DC, create a Documents2Go account and submit a request for the item. Your request will be processed as an **Interlibrary Loan**. Up to 15 requests per semester for material from other libraries may be made at no charge.

2. **Consortium Loan Service**: To borrow books or articles from another George Washington University library or from another Washington DC academic library, instructions to use the free Consortium Loan Service.

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**1. Interlibrary Loan**

**Interlibrary Loan Regular Processing**: Himmelfarb staff process requests within 24 hours of receipt. Journal articles are typically available with 24-72 hours and print material is available from the supplying library within 7-14 days. For GW SMHS, GWSPH, SON faculty and staff, the first 15 Interlibrary Loan requests are free of charge, and then charges of $10 per item apply.

**Interlibrary Loan Express Rush Processing**: To meet a tighter deadline, Himmelfarb staff must personally contact libraries to verify material availability and request priority delivery by fax or express mail. Delivery time will depend upon how quickly the supplying library can fulfill the request. Rush delivery fees are an additional $4 extra per item for fax delivery and $10 extra per item for express mail shipping.

Interlibrary Loan services are subsidized by the George Washington University (GW) for faculty, staff and students. Interlibrary Loan may be available to people not affiliated with GW SMHS, GWSPH, SON at non-subsidized rates. Please contact Ruth Bueter (202) 994-9756 or rbueter@gwu.edu for details.

**Where to pick up materials**

You will be notified by e-mail when the book or journal article arrives. Journal articles can be sent via email or picked up at the Circulation Desk, per your instructions in Documents2Go.

For further information about Interlibrary Loan, or to check on the status of a request, select Review Requests in Documents2Go, or contact the Document Delivery department by telephone at (202) 994-2860 or by e-mail at mlbdoc@gwu.edu.
2. Consortium Loan Service (CLS)

GW SMHS, GWSPH, and SON affiliates can borrow materials from other GW libraries including Gelman, Burns Law Library, Eckles (Mt. Vernon campus) and the Northern Virginia campus (Ashburn) as well as other Washington Research Libraries Consortium (WRLC) libraries. These include American, Georgetown, Gallaudet, George Mason and Marymount Universities, and the University of the District of Columbia.

Requesting and Renewing Items:

Complete instructions for creating an account and requesting materials can be found on the [Consortium Loan Service website](#).

Fees:

There is **NO** charge for CLS requests however patrons are responsible for any and all overdue fines.

Where to Pick Up and Return Materials:

The default pick-up location for Himmelfarb Library patrons is Himmelfarb Library. If you are a student at Ashburn VSTC, change the Pickup at Institution to: George Washington University then select Virginia Science & Technology Campus Library (VSTC).

If you have questions about the Consortium Loan Service, please contact Kathleen Lyons ([klyons2@gwu.edu](mailto:klyons2@gwu.edu)) or Catherine Sluder ([crharris@gwu.edu](mailto:crharris@gwu.edu)).
Section 6

Placing Materials On Course Reserve

Questions?
Reserves
(202) 994-1829
mlbrsv@gwu.edu
Books, journal articles, audiovisual materials, pamphlets, and exams may be placed in the library’s print reserve collection, or in some cases the library can post the reserve item on Blackboard linked to your course (see below). Reserves ensure the availability of highly utilized materials and supplementary readings for GW courses. Only GW SMHS, GWSPH, and SON faculty and/or teaching staff may place materials on course reserve. The print reserve collection is located behind the Library’s main Circulation Desk.

Reserve Policies and Guidelines

You must fill out a Reserve Request Form for your request to be processed with information on what print or electronic material you want to be placed on reserve:

- For online materials, see the Electronic Reserves webpage.
- For print materials, please see the Print Reserves webpage. Bring all photocopies and/or books to the Circulation Desk in the Himmelfarb Library along with a copy of your completed Reserve Request Form.
- For audiovisual materials, please see the A/V Reserves webpage.

General Guidelines

- Materials are processed on a first come, first served basis. Faculty members are responsible for submitting requests AT LEAST TWO WEEKS PRIOR TO THE START OF CLASSES to ensure availability of the material to students.
- All items are removed at the end of the semester, except for materials on permanent (CORE) reserves. This core collection represents frequently and continually used materials owned by the library. It is not necessary to ask for these titles when making course reserve requests.
- Only the most recent edition of a book will be kept in the Reserve collection, unless otherwise requested by a faculty member.
- If requesting print reserves, faculty members must provide all photocopies or reprints of articles/book chapters. These will be returned at the end of the semester.
- We do not accept a reading list or syllabi in lieu of the reserve request form.
- The Library is not responsible for any damage caused by patron misuse or abuse of personal materials placed on Reserve.
Electronic course reserves (using Blackboard) What is it?

Electronically accessible, full text images of articles and short book chapters, following fair use copyright guidelines.

Why Use it?

To provide students 24 hour/7 days a week access to course readings.

How does it work?

1. Faculty will create a course page in Blackboard for each class that they want to use electronic reserves.
2. Once you have created your course page, go to the Blackboard Control Panel and select "Request E-reserves" from the Course Tools section of the Control Panel. Read the instructions and select "Himmelfarb Library" from the list of libraries, and click "submit." This step allows library staff to have course builder access to your course, which is necessary in order to post E-reserve materials.
3. Please note: ITL will grant library staff course builder access within 3 days of when you submit your initial Blackboard E-request form.
4. Faculty will submit a Himmelfarb Library Blackboard E-request form for each item they wish to put on reserve. This form must be completed in full and submitted at least two weeks prior to the start of class.
5. Library staff will receive request(s) and physically process each item.
6. Library staff will create copyright displays for each item in compliance with U.S. Copyright guidelines by stamping the first page of each article with the copyright message to ensure compliance. This stamp will display when the item is electronically accessed.
7. Library staff will scan each article or book chapter as a PDF file to create electronic copies. Library staff will then create links to the images (PDF files) to specified sessions within the Blackboard course pages.
8. Faculty will receive an e-mail confirmation of completion of the electronic reserve process in Blackboard.
9. Students will access electronic reserve via Blackboard whenever needed!
Some advice on electronic documents
Dark images and backgrounds scan poorly. In cases where images are integral to the learning process, please contact the Reserves Department to discuss alternatives to electronic reserves.

- Large documents will be broken into parts with no more than 15 pages in order to facilitate more efficient downloading and printing times.

Linking from Blackboard to electronic documents
If there is material available electronically on the library website that you’d like to link to directly from Blackboard, please refer to the instructions on page 44 of this document.

Policies for Print Reserves

Library Books

- If the book to be placed on reserve is checked out, we will recall it. Recalls usually take 10 to 15 days.
- A maximum of 3 copies of a library-owned title will be placed on reserve.
- If the library does not own the book, we will order it. Orders can take from 1 week to 3 months depending on the availability of the title.
- Requested books not currently available (i.e.: missing, currently in circulation or not in the collection) will require 4–6 weeks processing time.

Book Chapters

- Maximum 2 chapters from the same book.
- Maximum 5 photocopies of the same chapter.
- The first page of each photocopy must state the book title, author, publisher, publication date.
- Photocopies are accepted with the understanding that they were produced in compliance with the U.S. Copyright Law. Any liability for non-compliance rests with the faculty member.

- We cannot accept compilations of chapters in the same binder or folder.

Personal Copies of Books

- All personal copies of books will be assigned a call number and added to the library catalog.
● It is recommended that one copy of each required item per 50 students (with a maximum of 3 copies) be provided.

● Your item will be physically processed. A loan label, call number stickers, and security strips will be affixed to your book.

● The library is not responsible for replacing damaged or lost personal copies of books.

● Books will be returned to you at the end of the semester.
Faculty must comply with the George Washington University Use and reproduction of copyrighted materials policy.

Copyright and Course Reserves Faculty and Library Responsibilities

Faculty are responsible for:

- Ensuring that the materials they want to put on reserve are in compliance with copyright law, and with the guidelines for multiple copies for classroom use (see below).
- Obtaining copyright clearance/permission for materials that are going to be re-used in future semesters.
- For e-reserves, ensuring that only students enrolled in the course have access to the reserve materials online.
- Picking up their materials at the end of each semester.

Himmelfarb Library is responsible for:

- Reviewing materials to ensure that the items going on reserve are in compliance with copyright law, and contacting faculty members with any problems.
- Stamping each copy (whether paper, or scanned) with a notice of copyright.
- Removing items from both print and e-reserve at the end of each semester.

Obtaining Copyright Clearance

As noted above, in certain instances, faculty members will be required to obtain copyright clearance before requesting that an item be placed on course reserve.

Copyright Clearance Example

You have requested that a particular article be placed on reserve for the current Fall semester. You intend to use the same article for the upcoming Spring semester.

Analysis
Putting the same article on reserve for concurrent semesters is prohibited both by the University and fair use doctrine (see below).

Information:
Faculty can visit http://www.copyright.com for clearance inquiries for their own course materials.
Instructions for Blackboard Course Reserves:

Follow all instructions below to ensure that your request is processed in a timely manner:

1) Complete and submit ONLY ONE (1) reserve request form.
2) Send the remaining requested articles in a list, or send your syllabus with the sessions and articles highlighted to mlbrsv@gwu.edu. We only accept .doc or .pdf files.
3) Give Himmelfarb Library access to your Blackboard course.
4) See this Video Tutorial for instructions on Giving Himmelfarb Access to your Blackboard Course. (If we do not gain access to your Blackboard course, we cannot fulfill your request.)
5) We will create your Electronic Reserves section, if necessary.
6) Once your items are posted, you will receive a confirmation e-mail.

Instructions for giving Himmelfarb Access to Your Blackboard Course:

Faculty have the option to allow Himmelfarb to assist them posting electronic resources to Blackboard. Please view the tutorial for steps on how to allow Himmelfarb access to your Blackboard course.

Giving Himmelfarb Library Access to your Blackboard Course
About Fair Use, Copyright, and Reserves

Fair Use

Reproduction of copyrighted materials for the purposes of scholarship, research and teaching is legally deemed to be Fair Use of published materials. However, the Fair Use provisions in Section 107, Title 17 of the United States Code (Copyright Act) outlines specific provisions pertaining to purpose, nature, substantiality and market effect of reproducing copyright materials. These provisions must be observed.

Copyright

Himmelfarb Library’s reserve policy reflects the Fair Use provisions of the Copyright Act. When making the determination of whether use of a particular work constitutes fair use, the following four factors from Section 107 of the Copyright Act will be used:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

The Classroom Guidelines (1976) contained in Section 107, H.R. 94-1476, provide additional guidelines regarding "Multiple Copies for Classroom Use", to be followed when placing materials on reserve:

- **Brevity** - A complete article of 2,500 words or less, or excerpts of not more than 1,000 words or 10% of the total work.

- **Spontaneity** - The copying is done at the instance and inspiration of the teacher, and, the timing between the decision to use the work for a course, and its actual use, is too short to allow for permission to be granted.

- **Cumulative Effect** - The materials are used for only one course in the school. No more than 3 articles, essays, or 2 excerpts may be copied from the same author; no more than 3 articles or excerpts from the same collective work or periodical volume during one class term.

- **E-Reserve Materials** - must meet the same criteria as print materials. Additionally, according to CONFU guidelines, followed by Himmelfarb Library:

  - E-reserve systems must be designed so that only students enrolled in the course have access to the materials. Students cannot be charged for this access.
Materials from the previous semester can be retained for a short time period, while permission is being obtained for its use in the current semester.

Access to materials can be provided for a short time period after the end of each semester, for students who have not yet completed the course.

If you have questions about Copyright and Course Reserves contact the Reserves Librarian at 202-994-1829, e-mail: mlbrsv@gwu.edu.

If you have further general questions about Copyright contact the Reference desk at 202-994-2850, e-mail: himmelfarb@gwu.edu.
Section 8

Linking to Electronic Articles and Books in Blackboard and Elsewhere

Questions?
Reference Desk
(202) 994–2850
himmelfarb@gwu.edu
This guide will show you how to create links to full-text electronic journal articles and books which are part of Himmelfarb Library’s online collections. These links can be used in Blackboard as well as in other course materials.

Since many of the resources illustrated here are available through library subscriptions, it is important to create a durable link in order for the link to work consistently and to provide access to the resource from both on- and off-campus locations.

A durable link is composed in two steps:

1. Obtain a direct link to the desired article or book.
   - This link should be formatted so that it works consistently and is not dependent on a specific computer or browser session.
   - Instructions for specific resources, publishers, and platforms are provided in the online guide in the E-Journal Articles and E-Books and Databases tabs.

2. Append the proxy prefix to the beginning of the direct link; this step provides secure off-campus access to resources.
   - The proxy prefix is: http://proxygw.wrlc.org/login?url=

Example:


1. Direct link to article:

2. Proxy prefix + direct link:
Tips:

- If you use Full-Text @ Himmelfarb links to access your article, click on 'Open content in a new tab' at bottom of right-side frame.
- There should be no spaces between the proxy prefix and the direct URL.
- Always test the complete link (e.g. the proxy prefix+direct URL).
- Freely accessible materials do not need the proxy prefix and may not work with the proxy prefix.
- If you have accessed the article by logging in via your web browser with your GW NetID, you may have to edit your durable citation before adding the proxy prefix. For example, here is the durable URL for a New England Journal of Medicine article for an article accessed via WRLC Library Services:

If you encounter any problems, please contact Laura Abate at (202) 994-8570, e-mail leabate@gwu.edu
What is the NIH Public Access Policy?

Under the U.S. National Institutes of Health (NIH) Public Access Policy all peer-reviewed articles arising from NIH-funded research are required by law to be submitted to PubMed Central, to be made publicly available no later than 12 months after the date of publication.

When creating citations in NIH applications, proposals, and progress reports, any articles that were authored or co-authored by you AND funded by your NIH award must include a PubMed Central reference number (PMCID).

Principal Investigators and their institutions are responsible for ensuring all terms and conditions of awards are met. This includes the submission of articles that arise directly from their awards, even if they are not an author or co-author of the publication. The PI must make every member of the research team who might publish aware of this new policy and their need to comply.

Does this policy apply to me?

Yes, if your manuscript was generated by an NIH grant or cooperative agreement in FY 2008 or beyond, or by a continuing NIH grant or cooperative agreement that is active in FY 2008 or beyond, or for research funded by the NIH intramural program, or by an NIH contract awarded after April 7, 2008, and if the manuscript is accepted for publication on or after April 7, 2008.

What should I do to comply with the NIH Open Access Policy?

- Please read the NIH Public Access Policy Compliance: FAQ & Help guide on how to comply with the public access policy.
- Send an email to nihaccess@gwu.edu with any questions and for further assistance.

What is PubMed Central?

PubMed Central is the free NIH digital archive of biomedical and life sciences journal literature.

Does the journal publisher submit papers to PubMed Central on behalf of authors?

- Method A: Some journals automatically post NIH supported papers directly to PMC
- Method B: Authors must make special arrangements for some journals and publishers to post the paper directly to PMC
- Method C: Authors or their designee must submit manuscripts to the NIHMS
- Method D: Some publishers will submit manuscripts to the NIHMS
Do I have copyright clearance to submit my article to PubMed Central?

If a journal publisher does not submit NIH-funded manuscripts to PubMed Central on behalf of the author, it is critical that authors negotiate the right to submit their works to PubMed Central up front and avoid signing any agreements that would limit their right to put the work in PubMed Central.

- Review the publisher’s copyright agreement form. The form may include a clause that allows for authors or third parties to submit manuscripts to PubMed Central in order to comply with the NIH Public Access policy.
- Check the website of the journal publisher. Often the web site will include information on the NIH Public Access Policy that is not on the publisher’s copyright agreement form.
- The SHERPA/RoMEO Directory of Publishers includes information about which journal publishers allow for post-print (i.e. final draft post-refereeing) submission to PubMed Central. Policies should be confirmed with the journal publisher.

The Scholarly Publishing & Academic Resources Coalition (SPARC), in its advice on this issue, suggests Principal Investigators should ask authors to negotiate copyright clearance with the publisher by using the cover letter for author journal submission in:


Alternatively the NIH suggests before signing a copyright agreement with a journal publisher you add the following wording: "Journal acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

What is the process for submitting a paper using the NIH Manuscript Submission System (NIHMS)?

- Contact the Himmelfarb Health Sciences Library, for help with submitting a manuscript through the NIHMS, send an e-mail to nihaccess@gwu.edu

How do I obtain the PMCID for my paper to cite on future NIH applications, proposals, and progress reports?

If the article is not yet in PubMed Central, PIs may use the NIHMS ID number for the paper for up to three months after a paper is published to demonstrate compliance on NIH applications, proposals, or reports. Three or more months after publication, a PubMed Central reference number (PMCID) must be provided.
Whom can I consult for further information and help?

NIH Public Access Policy Compliance Guide
NIH Public Access homepage
NIH Public Access Policy Implementation (SPARC)
NIH Manuscript Submission system (NIHMS) FAQ

To contact the Himmelfarb Health Sciences Library, for help with submitting a manuscript through the NIHMS, send an e-mail to nihaccess@gwu.edu.
Section 10

Find Out Who is Citing Your Work

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
The Himmelfarb Library offers several databases that can be used to track who is citing your published work. Using these databases you can navigate back in time, using the cited references in a paper to find the research that influenced an author’s work, and navigate forward in time using 'Cited By' to discover what impact a paper has on current research and to make connections to other researchers. In the Web of Science and Scopus databases you can sort the list of citing articles by publication title, date, country, or institution, to see who is using the research. Scopus lets you identify an author’s or institution’s publication history, their co-authors, and publications by collaborating authors and institutions. This is useful for gauging who are the most prolific and also the most highly cited authors in your institution or subject area.

1. **Scopus**. To conduct a “cited by” search in Scopus:
   - Select ‘Scopus’ from the library website’s E-databases page.
   - Perform a keyword search or click on the Author or Affiliation Search tabs.
   - Citations are in the search results in the ‘Cited by’ column on the right side of the screen.

2. **Web of Science**. To conduct a “cited by” search in Web of Science:
   - Select ‘Web of Science’ from the library website All Databases page.
   - If you know the details of an article you can select ‘Cited Ref Search’ (enter the author, journal name, and year).
   - Or you can do a Basic Search on a topic and in the results list click the title to bring up the record for an article.
   - Click on the blue ‘Times Cited:’ text to view the citing articles.
   - Web of Science has a View Related Records button that enables you to find articles that share references with your article of interest.

3. **OVID MEDLINE** has a ‘Find citing articles’ button in every record. However this is limited to articles that are accessed through Journals@Ovid, which means that the “cited by” results are not comprehensive and limited in their coverage.
4. **Google Scholar** search results provide a list of citing articles through the ‘Cited by’ link below every record. This is simply a popularity count of the most cited articles that match your keywords. Google scholar is useful for locating references not indexed in Web of Science or Scopus including conference proceedings, dissertations, technical reports, etc. Google does not disclose details of its search algorithms or a list of what publications it searches.

**Take home message**---To conduct a thorough and accurate “cited by” search, try Scopus or Web of Science in addition to Google Scholar.

The [tutorials page](#) of the library website links to instructions on how to use these databases. If you have any questions please contact a reference librarian on 202-994-2850, e-mail: [himmelfarb@gwu.edu](mailto:himmelfarb@gwu.edu).
Section 11

Health Sciences Research Commons

Questions?
Metadata and Scholarly Publishing Librarian
(202) 994-8357
shoover@gwu.edu
Faculty and students can submit and preserve their scholarly work, and share their research with others in the academic community via the Health Sciences Research Commons. Content includes research posters, technical papers, working papers, pre/post prints, departmental newsletters, university & student publications, conference presentations and honors theses. The Institutional Repository will act as the repository for scholarly works produced by the GW community.

**How do I submit materials to the Institutional Repository?**

You can submit your items using the Submission Form.

1. Items must be already in electronic format (ex: Microsoft Word, PDF, etc.). You can attach them directly to the submission form.
2. You will need to assign a Creative Commons license. More information about Creative Commons is below.
3. You will also need to accept the Himmelfarb non-exclusive distribution license. The exclusive distribution license permits the library to reproduce and distribute your work in the Health Sciences Research Commons.

Himmelfarb Library staff will post your materials to the Health Sciences Research Commons and notify you by email when your submission is complete.

**What materials are accepted?**

At present, we can accept the following materials:

1. Research Posters
2. Technical Papers
3. Working Papers
4. Pre/Post Prints
5. Departmental Newsletters
6. University/student publications
7. Conference Presentations
8. Honors Theses

Materials submitted must be scholarly/educational/research oriented. Deposits must be intended to be permanent contributions to the institutional repository. For student submissions, the work must be sponsored by a School of Medicine and Health Sciences, Milken Institute School of Public Health, or School of Nursing faculty member.
**What formats are accepted?**

At the present time, the following formats will be accepted.

1. Microsoft Word .doc and .docx
2. Microsoft Excel .xls and .xlsx
3. Microsoft Power Point .ppt and .pptx
4. Microsoft Access
5. HTML .htm .html
6. Adobe PDF
7. JPEG
8. PNG
9. TIFF
10. RTF (Rich Text )
11. Video files

Other formats (such as sound files and podcasts) will be accepted in the near future.

**How do I remove or update a submission?**

Contact the Himmelfarb Library institutional repository staff by email (hsr@gwu.edu) to remove or update a submission. Please provide full citation information. If you are updating a submission, a copy of the updated item needs to be provided in electronic format.
What is Creative Commons and what licenses are available?

Creative Commons is a non-profit organization that provides free licenses that you can use to grant permission for others to use your work, while retaining your copyright protection. You choose which terms and conditions work best for you.

Creative Commons License Conditions available include:

1. Attribution: Others can copy, distribute, display or perform the work – and derivative works based upon it, but only if they give credit to you.
2. Share Alike: Others can distribute derivative works only under a license identical to the license that governs your work.
3. Non-commercial: Others can copy, distribute, display or perform the work – and derivative works based upon it, but for non-commercial purposes only.
4. No Derivative Works: Others can copy, distribute, display or perform only verbatim copies your work – no derivative works are allowed.

Based on the conditions above, the following licenses are available:

1. Attribution
2. Attribution–Share Alike
3. Attribution–No Derivatives
4. Attribution–Non-Commercial
5. Attribution–Non Commercial–Share Alike

Please contact the Metadata and Scholarly Publishing Librarian (shoover@gwu.edu) with questions.
Section 12

Faculty Portal

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
The Faculty Resources portal available at http://himmelfarb.gwu.edu/services/faculty.cfm has links to faculty profiles, faculty publications, active learning guide, the GW speakers list, and the research section which includes information about Proposal Preparation, Grants & Funding, Project Support & Compliance, and Writing and Publishing.

Proposal Preparation contains links to guide users in the earliest stages of research – determine if similar research has already been published, funded, or is underway – as well as supporting users in proposal writing and study design.

Grants and Funding can help users identify both internal and external funders including major foundations.

Project Support and Compliance is designed to provide researches once their research is underway by providing access to key compliance and project support resources.

Writing and Publishing can help you prepare your research for publication by helping you explore publishing and licensing considerations, journal selection, reference formatting, and writing resources.
Section 13

Systematic Review Service

Questions?
Reference Desk
(202) 994-2850
himmelfarb@gwu.edu
The services the Himmelfarb Library can offer researchers who are considering carrying out a Systematic Review include

- assistance in selecting search terms, databases, grey literature resources, and expert search strategies
- execute finalized search strategies
- assistance in obtaining relevant articles
- assistance in organizing search research (RefWorks)
- assistance in writing the methodology section, if desired

These services are freely provided as part of the regular services offered by Himmelfarb librarians. Due to staffing levels, we are only able to work on several systematic reviews simultaneously. Please contact us in advance so that we can coordinate the workload among the librarians in the reference department.

Once involved in a systematic review project, we would prefer:

- involvement with the systematic review team from the outset of the project
- continued communication with the team as the project evolves
- acknowledgement as contributing author in the final publication

A research guide describing the process is online at [http://libguides.gwumc.edu/systematic_review](http://libguides.gwumc.edu/systematic_review)

For further information or to request librarian assistance with a systematic review, please contact either your liaison librarian or Alexandra Gomes (gomesa@gwu.edu or 202-994-1825).