

## McGoogan Health Sciences Library: How to Check Out Library Materials

Print materials and anatomical models are available for check out by advance request. If you have questions about your library account, contact AskUs at [askus@unmc.edu](mailto:askus@unmc.edu), 402-559-6221, 402-370-5016 (SMS), or via the chat box at [unmc.edu/library](https://unmc.edu/library).

### Request Items:

Submit your request through the library's [online catalog](#).

- Login to your account by clicking 'Sign in' in the upper right corner of the catalog.
  - Select the option for UNMC Students, Faculty, and Staff and enter your UNMC NetID and password.
  - For non-UNMC users, select 'Other Users' and enter your login.
- Search the catalog for print materials or anatomical models.
- Click on the title of an item.
- Under the 'Get It' section, click on 'Request.'
- Select the date after which you will no longer need the item and then click 'Send Request.'

All UNMC students, faculty, and staff have a library account automatically set up.

Nebraska Medicine staff can [fill out this form](#) to request a library account. You will receive an email within one business day when your account is ready for use.

### Pick Up Items:

You will receive an email when your item is ready for pick up on Level 6.

- Books and journals will be available for pick up from a table near the AskUs desk. Your item will be in an envelope labeled with your name.
- To pick up a model, [schedule an appointment](#) to meet staff at the AskUs desk. You will receive an email confirmation.

### Return items:

Return books and journals to the book drop in Wittson Hall on Level 3 across from the elevators or on Level 6 near the AskUs desk.

To return models, [schedule an appointment](#) with AskUs staff.

**Please do NOT use cleaning materials on library items. Materials will be quarantined between use in accordance with industry guidelines for library materials. Users may find a short delay in availability of items.**