



**Mount
Sinai**

*Phillips School
of Nursing*

At Mount Sinai Beth Israel

**PSON 24/7 After-Hours Library Access
Mount Sinai West Medical Library
Mount Sinai Morningside Information Commons**

1. Go to <https://libguides.mssm.edu/MSMW>
2. Go to the **Library Locations** section at the bottom and click **“Submit an After-Hours Access Request.”**
3. View the image below for the locations and phone numbers of each hospital.

Mount Sinai West (MSW)

Medical Library

1000 Tenth Avenue

(212) 523-6100

Library Manager: Luke Clinton (luke.clinton@mountsinai.org)

Questions? Please [visit our website](#) or contact us at MSMWlibrary@askmssm.libanswers.com

Mount Sinai Morningside

Mount Sinai Morningside Information Commons

440 West 114th Street

Clark 8

(212) 523-4315

Library Manager: Luke Clinton (luke.clinton@mountsinai.org)

Questions? Please [visit our website](#) or contact us at MSMWlibrary@askmssm.libanswers.com

4. You can also access the form directly from the below link:
https://mountsinai.formstack.com/forms/msmw_libraryafterhours
5. Fill out the form with the relevant information.
 - a. For **Mount Sinai Life Number** enter your life number shared with you via email with VPN instructions at the start of the program from Kurt Villcheck. If you do not have your life number please email technical support at kurt.villcheck@mountsinai.org.
 - b. For **Status** enter **STUDENT**
 - c. For **Department** enter **NURSING**



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After Hours Access Request- Mount Sinai Morningside / Mount Sinai West Libraries

Formally submit your request for after hours access. Please list your full name, employee ID number, and Mount Sinai Life Number, Status, Department, Email Address, and Phone Number.

Please choose the location you would like after hours access: *

Mount Sinai Morningside Information Commons

You can only chose one location per form. If you need access to a second location, please fill out the form again with the other chosen location.

Name *

Jane

First Name

Doe

Last Name

Mount Sinai Life Number / Employee ID *

123456

Status *

Student

Department *

Nursing

Mount Sinai or CHPNET Email Address: *

email @ pson.edu

Phone Number *

(555) 555-5555



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Note: If you want **access to both locations**, you will need to **submit the form twice** naming each hospital location, so fill out one for Morningside and one for West. If you only want to go to one location, you only have to fill out the one for whatever hospital library you choose.

6. Once you have filled out and submitted the form you **MUST VISIT SECURITY IN PERSON**. Tell them you have submitted an after-hours request form and that you are a student. Bring your ID.

Security for Mount Sinai West is available between 9:00 AM – 1:00 PM and between 2:00 PM -3:30 PM Monday through Friday. <https://www.mountsinai.org/locations/west/about/contact>

Security for Morningside is available between 8:00 AM – 2:00 PM Monday through Friday. <https://www.mountsinai.org/locations/morningside/about/contact>