



Paul J. Gutman Library

Gutman Gateway  
to Information



**Gutman Library  
Resources & Services  
for Graduate Students**

[www.philau.edu/library](http://www.philau.edu/library)

Circulation Desk: 215-951-2840

Reference Desk: 215-951-284

**Karen Albert**

Director of the Library  
Liaison to the School of Science & Health  
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**Regular Library Hours**

Monday – Thursday	8:00 am to Midnight
Friday	8:00 am to 7:30 pm
Saturday	10 am to 5 pm
Sunday	12 noon to Midnight

Please be sure to check our homepage to see deviations from the normal hours or call the Circulation Desk to ensure we will be open. University Holidays, summer hours, hours during breaks and other changes to the schedule will be noted on our homepage.

**Research Help:** *links to tutorials from various database vendors are on this page*  
<http://libguides.philau.edu/tutorials>

**Obtaining Fulltext from Citations**

- Conduct a **Title Browse** in the online catalog to see if the library has physical holdings of the publication.
- Check **JournalList** directly, if you did not click on an “article linker” button from within the database system itself. JournalList indicates which databases have the fulltext of which publications. Connect to JournalList by clicking on the link on the library homepage **Find Journals by Title:** <http://www.philau.edu/library/journalist.htm>
- Place an interlibrary loan request. Look for the [Interlibrary Loan link](#) under the “Books” or “Articles” sections of the library homepage. You will need the full citation information to place the request, so be sure to email the citation and abstract to yourself as plain text.

**Interlibrary Loan Services (ILL)** *for books and articles:* <http://libguides.philau.edu/ill>  
Interlibrary Loan (ILL) services are free for students. We can obtain articles and books for you relatively quickly. Please use your Philadelphia University email address when placing ILL requests, so that we can email you any articles we receive. Books obtained via Interlibrary Loan need to be picked up at the **Circulation Desk** at Gutman Library.

**RefWorks** : <http://libguides.philau.edu/refworks>

Refworks is a software tool to help you manage your research. You can import citations and abstracts from database searches directly into Refworks. You can create folders to organize your articles, and create a Works Cited or References page directly from the sources entered into your Refworks account. Refworks accounts need to be set up from a computer on campus, or when logged in through the library's website and university proxy server, so that you will be authenticated as coming from Philadelphia University.

Once you have an account, you can login to RefWorks when on campus, either via <http://www.refworks.com> or through the library's website links.

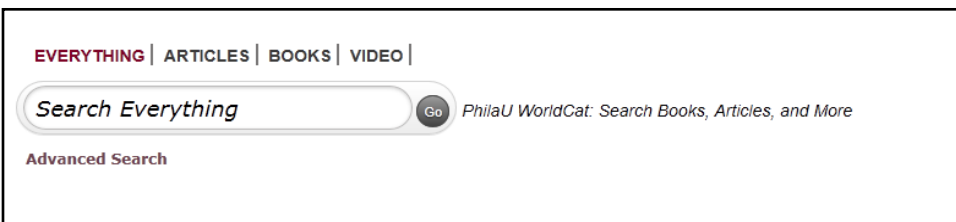
If you are off campus and access RefWorks from outside the library's website (going directly to <http://www.refworks.com> ) you will need the university's group code- for access. Email [reference@philau.edu](mailto:reference@philau.edu) or check with a librarian to obtain this code.

**Research Guides** : <http://libguides.philau.edu>

Research Guides organize library and free web resources into single sites related to a subject area, program, etc. Select the appropriate college or division listed on the left column of the Research Guides main site -- to lead to program, major, or subject-specific guides. See also tabs for Databases A to Z, Databases by Subject, Journal List, or Browse all Guides.

### **Discovery Tool – WorldCat Local**

Use this tool at top of the library homepage to search the library's catalog and many of its databases, as well as many external resources – all in one step. It's a good research starting point. NOTE: Not all catalog items are included in WorldCat Local- To include everything, you must search the catalog directly – see link under the “books” category on the library homepage.



EVERYTHING | ARTICLES | BOOKS | VIDEO |

Search Everything  PhilaU WorldCat: Search Books, Articles, and More

[Advanced Search](#)

- **TOC Alerts (Table of Contents Alerts)**  
EBSCO, ProQuest, Emerald, Springer and other systems allow you to set up TOC Alerts to help you to keep up on new developments in your field. Alerts email you the latest contents from a specific journal. Read the HELP documentation for each system to learn how to set up alerts
- **Search Alerts** (on subjects of interest) can also be set up in many systems and databases. Look at the HELP section of the resource, to see instructions. The instructions will vary from system to system, but are similar overall.

**Please use your PhilaU email only when communicating with library staff**