Library Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8 am – Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8 am – 7:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 am – 5 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon - Midnight</td>
</tr>
</tbody>
</table>

**Borrowing Library Material**
Books and other materials may be borrowed and returned at the Circulation Desk, with your valid University ID. To ensure their availability, magazines and journals do not leave the library. The faculty loan period for books is the semester; materials borrowed at any point in the semester are due at the end of the semester. Faculty may also check DVDs and VHS tapes out of the library for one week. If the materials are not overdue, and another patron has not requested them, the items may be renewed. For more information, contact the Circulation Desk at 215-951-2840.

**Interlibrary Loan**
Books and articles not owned by Gutman Library can be obtained from other libraries. This service is free. Most items arrive within 3-4 days, but please allow from three days to two weeks. Loan periods for books obtained via ILL are set by the lending library; these loan periods are strictly enforced. Should you encounter any problems using the EZborrow system, please check with the Circulation Desk to ensure that you are entered into the Library’s system. For more information, see [http://libguides.philau.edu/ill](http://libguides.philau.edu/ill) or contact Meg Leister LeisterM@PhilaU.edu

**Hardcopy & Multimedia Reserves**
*Meg Leister, Reserves and Public Services Assistant: LeisterM@PhilaU.edu  x0161*
Materials, including books, article reprints, videos, DVDs, other media placed on Reserve can only be used within the library. Reserves can be signed out from the Circulation Desk for a four-hour period. To place items on Reserve, submit materials and a note providing your name, the course name and number, and a description of how the students will refer to the book or article when asking for it at the Reserve Desk. Our online catalog lists Reserve materials under Reserve Book Room.

**Reference Services**
Located on the main level, the Information Desk is staffed by professional librarians from 9 AM to 5 PM, Monday through Friday. Come to the Information Desk for assistance in the use of research materials, online databases, or to request service from the Reference Department. You can also contact us at 215-951-2848, or by email at Reference@PhilaU.edu

**Instruction Services**
Librarians are available to conduct course-specific library instruction sessions during your class meeting time, either in your classroom, the Library Instruction Space or a computer lab (according to lab availability). These sessions are traditionally associated with specific assignments that require research beyond the course texts. To arrange an instruction session or consult with a librarian on a research assignment, contact your librarian liaison. For more information, contact Karen Albert albertk@philau.edu

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**Library Instruction Space (LIS)**

On the Main Floor of the Library, there is a Library Instruction Space for faculty to use when conducting classes focusing on research and the use of Library or web-based information resources. The LIS can comfortably accommodate classes of less than 20 students. It is equipped with a SMARTBoard, instructor station and laptop, 19 additional laptops, and two mobile whiteboards. Students may also use their own wireless laptops in the LIS. Reservations for the Library Instruction Space are made through Deann Mojado mojado@philau.edu or (215) 951-2843. Reservations must be made a minimum of one week in advance, and not less than 48 hours in advance. No reservations will be accepted for times the Library is closed. **First-time users of the LIS** are required to schedule a brief orientation (15-30 min) regarding LIS equipment and LIS policies. You can contact Meg Leister at LeisterM@PhilaU.edu or (215) 951-0161 to set up an orientation. For a complete list of instructions regarding the reservation and use policies for the LIS, please see [http://www.philau.edu/library/instructionspace.htm](http://www.philau.edu/library/instructionspace.htm)

**Special Collections**

The Library’s Special Collections Department maintains materials related to the history of the U.S. textile industry, including books, journals, manuscripts, business records and ephemera from the last 200 years, with a strong emphasis on the Mid-Atlantic States. Also included in Special Collections are the School Archives. Due to age, fragility, and value, material does not circulate and must be used in the Special Collections area, located on the lower level of the Library. Gutman Library’s **Digital Collections** are an extension of Special Collections: digitized Victorian Trade Cards with textile-related themes and Philadelphia & Enivrons postcards can be used for instructional purposes [http://www.philau.edu/library/digitalcollections](http://www.philau.edu/library/digitalcollections). Recently, the university acquired the Senator Arlen Specter archives collection. Check the Library website for further developments and new webpages related to this exciting acquisition! For access to Special Collections or for more information, contact Stan Gorski at GorskiS@PhilaU.edu

**Online Resources: Databases, E-Journals E-Books, and WorldCat Local**

The library subscribes to a wide variety of database systems to support our programs. In the **Find Articles** box on the right side of the Library homepage, connect to databases, E-Journal and E-Book collections. The library’s **Research Guides** [http://libguides.philau.edu](http://libguides.philau.edu) organize library-based and free web resources for specific colleges, schools, programs, subjects, and courses.

- **E-Journal Collections** include partial fulltext access to Project MUSE, Emerald, APA PsycNET, ScienceDirect, SpringerLink, and more. We have fulltext access to the JSTOR (Arts & Sciences Collections I, II and III), SAGE, and ACS (American Chemical Society) journals.

- **E-Books** are available online through several systems, such as MDConsult, Wiley, ScienceDirect, Woodhead, and eBooks from EBSCOhost. Specific titles can be accessed via links in the Library’s catalog, as well as from our discovery tool, WorldCat Local (“Explore” box on the homepage). See also: [http://libguides.philau.edu/ebooks](http://libguides.philau.edu/ebooks)

- **WorldCat Local** (Explore box on Library homepage) delivers single-search-box access to more than 815 million items from our library and the world's library collections. It searches our library’s resources (catalog and some databases) as well as many external electronic resources and catalogs, providing links to available full text and interlibrary loan service as needed. It is a great starting point for research.

**Journals / Magazines – print and electronic**

Current print journals and magazines are located on the main floor, to the right of the Library entrance. Older issues of some titles are bound and shelved alphabetically on the lower level. On the Library’s homepage, select **Find Journals by Title** to locate journals available in print or links to full-text from different databases and E-Journal collections. Using Find Journals by Title, you can search by title keyword or browse an alphabetical list of journals.

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Remote access is provided by connecting to any desired resource through the Library homepage, and entering your University userid and password when prompted. To troubleshoot remote access, contact the OIR Help Desk: HelpDesk@PhilaU.edu or 215-951-4648.

Multimedia Resources
The library subscribes to two collections of streaming videos, Films on Demand and Academic Video Online. These collections can be accessed via the Select a Database From A-Z List drop-down menu or via the Databases A to Z link on the Library’s homepage. In addition to books and E-books, the Library’s VHS, DVD and streaming videos are cataloged. Catalog records for E-books and streaming video include links to the items. Remote users must authenticate with their network user ID and password to gain access. To add streaming video to your Bb site, please see the Research Guide for Films on Demand at http://libguides.philau.edu/filmsondemand

MDID (Madison Digital Image Database)
Gutman Library has a growing digital image collection in our MDID database. Faculty can use MDID for teaching purposes, by composing digital slideshows, or by downloading individual images for classroom use. Currently, students cannot access MDID: MDID is for faculty use only. For more information, contact Max Margulies: marguliesm@philau.edu, and see our MDID Research Guide http://libguides.philau.edu/mdid

Acquisition Requests
Faculty recommendations for new books, journals, or multimedia resources are welcome. Please direct requests to Stan Gorski at GorskiS@PhilaU.edu or your librarian liaison (See list below).

Printing
One black and white printer is found on each of the Library’s three floors. A color printer is on the lower level, near Media Services. Faculty have an unlimited black and white printing quota. Color printouts cost $.49 each and require funds on your campus ID card account. See http://campuscard.philau.edu to add funds online.

Photocopying
One color and two black and white copiers are available in the copy room on the Library’s main floor. Ask for assistance at the Circulation Desk to obtain the Faculty Copy Card.

Group Study Rooms
The library has five group study rooms on the main floor, available on a first-come, first-served basis. A current ID is required. Room requests are made at the Circulation Desk, where room keys are kept. Study Room 101 on the main floor and Study Room 214 on the second floor have plasma screens to facilitate student work on group projects, or, using a laptop, small group viewing of DVDs that are on Reserve. Because students make heavy use of study rooms, we recommend that faculty reserve and make use of the Rena Rowan Reading Room, located on the upper floor of the library for meetings, quiet study, or student conferences. Contact Deann Mojado to make reservations for the Rena Rowan Reading Room or for Study Room 101. Once reserved, the room key is available at the Circulation Desk.

Media Services
Media Services Desk 215-951-2625
Located on the lower level, this department provides audio-visual and classroom technology support to faculty. Media Services has laptops, digital cameras, voice recorders, camcorders, projectors, and more that can be loaned to faculty. Though located in the library, Media Services is operated by the Office of Information Resources (OIR). Media Services staff can also help you configure your laptop or iPad to connect to the University network. You can also add the networked printers in the library to your laptop’s printing options. For more information, see http://www.philau.edu/oit/mediaservices/index.htm

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Library Contacts

Karen Albert, Director of the Library
AlbertK@philau.edu or ext. 2847
Liaison, College of Science, Health and the Liberal Arts (focus on Science and Health)

Michael Cabus, Systems / Reference Librarian
CabusM@PhilaU.edu or ext. 5365
Michael oversees the Library website and Research Guides, and also does instruction related to library technologies

Daphine Elliott, Acquisitions & Processing
ElliottD@PhilaU.edu or ext. 2571
Daphine will send you an email when materials you have requested for purchase have been received and are ready to circulate

Stan Gorski, Collection Development Coordinator and Special Collections Librarian
GorskiS@philau.edu or ext. 2581
Liaison, Graduate Programs; special expertise in fashion, apparel, psychology & health sciences
Stan is the creator of the Digital Collections at http://www.philau.edu/library/digitalcollections

Dee Linke, Circulation Supervisor
LinkeD@philau.edu or ext. 2841
If you cannot find an item that is in our catalog, please ask Dee for help

Barbara Lowry, Coordinator of Library Systems & Materials Processing
LowryB@philau.edu or ext. 2842
Liaison, C-DEC: Design & Engineering (focus on Engineering)
Liaison, C-DEC: School of Business Administration
Barbara orders library materials and oversees Technical Services

Meg Leister, Reserve Collection and Public Services Assistant
LeisterM@philau.edu or ext. 2841
Meg will place items on Hardcopy or Multimedia Reserve for you

Deann Mojado, Administrative Assistant to the Director
MojadoD@philau.edu or ext. 2843
Deann reserves the Library Instruction Space, the Rena Rowan Reading Room and Study Room 101 for you

Max Margulies, Visual Resources Coordinator
MarguliesM@philau.edu or ext 5342
Max handles scanning and inputting of images for the MDID database and can provide you with access to it.

See also: Information for Faculty webpage: http://www.philau.edu/library/facinfo/Index.html