**Paul J. Gutman Library Hours**

<table>
<thead>
<tr>
<th>Monday–Thursday</th>
<th>8 am – 2 am</th>
</tr>
</thead>
<tbody>
<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 Materials**

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 up 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.phila.edu/ill](http://libguides.phila.edu/ill) or contact Roberta Pierce, PierceR@PhilaU.edu

**Reserves - Hardcopy & Multimedia**

Roberta Pierce, Access Services Assistant: PierceR@PhilaU.edu 215-951-2840

Materials, including books, article reprints, videos, DVDs, and 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 at the Circulation desk with 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/Research Services**

Located on the main level, the Information Desk is staffed most hours the library is open. 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. Please try to provide at least two weeks’ notice. To arrange an instruction session or consult with a librarian on a research assignment, contact your librarian liaison found at [http://libguides.phila.edu/liaisons](http://libguides.phila.edu/liaisons). For more information, contact Teresa Edge, at EdgeT@phila.edu or 215-951-2629.

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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 20 students or fewer, and is a flexible learning space. It is equipped with a SMARTBoard, 2 additional monitors, instructor station and laptop, 19 additional laptops, movable furniture and several whiteboards. Students may also use their own wireless laptops in the LIS. Reservations for the Library Instruction Space are made through Christina Lucia, LuciaC@philau.edu or (215) 951-2843. Reservations should be made a minimum of one week in advance. No reservations will be accepted for times the Library is closed. For a complete list of instructions regarding the reservation and use policies for the LIS, please see 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 University 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 & Environs postcards can be used for instructional purposes 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 Sarah Daub at DaubS@philau.edu.

Online Resources: Databases, E-Journals, E-Books, and Summon
Available from the library homepage http://www.philau.edu/library/index.html, we recently acquired a new discovery tool, Summon, which allows for easier searching of all types of resources. The library subscribes to a wide variety of database systems to support our programs. The Databases tab will allow you to see all of our databases by title and/or subject. The library’s Research Guides http://libguides.philau.edu organize library-based and free web resources for specific 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 ClinicalKey, Wiley, ScienceDirect, and eBooks from EBSCOhost. Specific titles can be accessed via links in the Library’s catalog, as well as from our discovery tool, Summon. See also: http://libguides.philau.edu/ebooks

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 Journals by Title to locate journals available in print or links to full-text from different databases and E-Journal collections. Using Journals by Title, you can search by title keyword or browse an alphabetical list of journals.

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 several collections of streaming videos: Films on Demand, Academic Video Online, and OnArchitecture. These collections can be accessed via the Books/Video tab and then the Video Collections link. 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 university user ID and password to gain access. To add streaming video to your Blackboard site, please see Linking in Blackboard at http://www.philau.edu/library/facinfo/BBlinking.html

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Shared Shelf
Gutman Library has a growing digital image collection on Artstor’s Shared Shelf. Faculty can compose digital slideshows and download individual images from Shared Shelf for teaching and research purposes. For information on our digital image collections and instructions on accessing Shared Shelf, see our Shared Shelf research guide [http://libguides.philau.edu/sharedshelf](http://libguides.philau.edu/sharedshelf) or contact Sarah Daub at daubs@philau.edu.

Acquisition Requests
Faculty recommendations for new books, journals, or multimedia resources are welcome. Please direct requests to Barbara Lowry at LowryB@philau.edu or your librarian liaison (See list below). You may also use the online form at [http://philau.edu/library/collections/purchaserequest.php](http://philau.edu/library/collections/purchaserequest.php).

Printing
One black and white printer is available on each of the Library’s three floors. A color printer is on the Ground Floor, 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](http://campuscard.philau.edu) to add funds online.

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

Group Study Rooms
The library has five group study rooms, available on a first-come, first-served basis. A current ID is required. Room requests are made at the Checkout Desk, where room keys are kept. Study Room 214 on the second floor has a plasma screen 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 Christina Lucia at luciac@philau.edu to make reservations for the Rena Rowan Reading Room or for Study Room 101. Once reserved, the room key is available at the Checkout 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](http://www.philau.edu/oit/mediaservices/index.htm)

Scott Memorial Library – Center City Campus
East Falls faculty (and students) may utilize the Scott Memorial Library in person, 24/7, with a valid university ID. You can also obtain a guest pass that includes access to the library computers, including databases, journals, ebooks, etc. Remote access to Scott Memorial Library resources is NOT yet available. To explore what the Scott Memorial Library has to offer, visit [http://library.jefferson.edu/](http://library.jefferson.edu/)

July 2017
Library Contacts

Stan Gorski, Library Director
GorskiS@philau.edu or ext. 2581
Liaison, Graduate Programs; special expertise in fashion, apparel, psychology & health sciences

Sarah Daub, Assistant Director, Reference & Special Collections
DaubS@philau.edu or ext. 2580
Liaison, College of Architecture and the Built Environment

Teresa Edge, Assistant Director, Education, Outreach & Access Services
EdgeT@philau.edu or ext. 2629
Liaison, College of Science, Health and the Liberal Arts (focus on Science & Health)
Liaison, College of Continuing and Professional Studies

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

Meg Leister, Access Services Supervisor
LeisterM@philau.edu or ext. 2841
Meg will assist you with library account questions.

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

Christina Lucia, Administrative Assistant to the Director
LuciaC@philau.edu or ext. 2843
Chris reserves the Library Instruction Space and the Rena Rowan Reading Room for you.

Max Margulies, Visual Resources Coordinator
MarguliesM@philau.edu or ext. 5342
Max handles scanning and inputting of images for Shared Shelf.

Damien McCaffery, Electronic Resources Librarian
Mccafferyd@philau.edu or ext. 2674
Liaison, College of Science, Health and the Liberal Arts (focus on Liberal Arts)

Roberta Pierce, Access Services Assistant
PierceR@philau.edu or ext. 2840
Roberta is your contact for placing items on Reserve for your classes and for Interlibrary Loan (ILL).

Daniel Verbit, Systems / Reference Librarian
VerbitD@Philau.edu or ext. 5365
Liaison, Occupation Therapy
Daniel oversees the Library website and Research Guides, and also does instruction related to library technologies.

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