Library Resources & Services:
Information for Faculty

Circulation Desk: 215-951-2840
Reference Desk: 215-951-2848
http://www.eastfalls.jefferson.edu/library/index.html

Paul J. Gutman Library Regular Hours

<table>
<thead>
<tr>
<th>Monday–Thursday</th>
<th>8 am – 2 am</th>
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<tbody>
<tr>
<td>Friday</td>
<td>8 am – 7:30 pm</td>
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<tr>
<td>Saturday</td>
<td>10 am – 5 pm</td>
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<tr>
<td>Sunday</td>
<td>Noon - Midnight</td>
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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 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.philau.edu/ill or contact Roberta Pierce, Roberta.Pierce@jefferson.edu

Reserves - Hardcopy & Multimedia
Roberta Pierce, Access Services Assistant: Roberta.Pierce@jefferson.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.philau.edu/liaisons. For more information, contact Teresa Edge, at Teresa.Edge@jefferson.edu or 215-951-2629.
**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, Christina.Lucia@jefferson.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.eastfalls.jefferson.edu/library/About/Buildinginfo/instructionspace.html

**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.eastfalls.jefferson.edu/library/digitalcollections/. For access to Special Collections or for more information, contact Sarah Slate at Sarah.Slate@jefferson.edu.

**Online Resources: Databases, E-Journals, E-Books, and Summon**

Available from the library homepage http://www.eastfalls.jefferson.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, Ebook Central 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 user id 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 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.eastfalls.jefferson.edu/library/facinfo/BBlinking.html

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**ARTstor**
Gutman Library has a growing digital image collection on ARTstor. Faculty can compose digital slideshows and download individual images from ARTstor for teaching and research purposes. For information on our digital image collections contact Sarah Slate at Sarah.Slate@jefferson.edu.

**Acquisition Requests**
Faculty recommendations for new books, journals, or multimedia resources are welcome. Please direct requests to Michael DiCamillo at Michael.DiCamillo@jefferson.edu or your librarian liaision (See list below). You may also use the online form at http://www.eastfalls.jefferson.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 to add funds online.

**Photocopying/Scanning**
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. The color printer also serves as a free scanner to any email address. There are also scanners attached to several library computers.

**Group Study Rooms**
The library has group study rooms available on a first-come, first-served basis. A current university 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 Christina.Lucia@jefferson.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://eastfalls.jefferson.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/
Library Contacts

**Stan Gorski**, Library Director
[Stanley.Gorski@jefferson.edu](mailto:Stanley.Gorski@jefferson.edu) or ext. 2581
Liaison, Graduate Programs; special expertise in fashion, apparel, psychology & health sciences

**Michael DiCamillo**, Collection Development & Cataloging Librarian
[Michael.DiCamillo@jefferson.edu](mailto:Michael.DiCamillo@jefferson.edu) or ext. 2842
Liaison, C-DEC: Focus on Engineering
Liaison, C-DEC: School of Business Administration

**Teresa Edge**, Assistant Director, Education, Outreach & Access Services
[Teresa.Edge@jefferson.edu](mailto:Teresa.Edge@jefferson.edu) or ext. 2629
Liaison, College of Science, Health and the Liberal Arts (focus on Science & Health)
Liaison, School of Continuing and Professional Studies

**Daphine Elliott**, Acquisitions & Processing
[Daphine.Elliott@jefferson.edu](mailto:Daphine.Elliott@jefferson.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
[Meg.Leister@jefferson.edu](mailto:Meg.Leister@jefferson.edu) or ext. 2841
*Meg will assist you with library account questions.*

**Christina Lucia**, Administrative Assistant to the Director
[Christina.Lucia@jefferson.edu](mailto:Christina.Lucia@jefferson.edu) or ext. 2843
*Chris reserves the Library Instruction Space and the Rena Rowan Reading Room for you.*

**Max Margulies**, Visual Instruction Coordinator
[Max.Margulies@jefferson.edu](mailto:Max.Margulies@jefferson.edu) or ext. 5342
*Max handles scanning and inputting of images for Shared Shelf.*

**Damien McCaffery**, Electronic Resources Librarian
[Damien.McCaffery@jefferson.edu](mailto:Damien.McCaffery@jefferson.edu) or ext. 2674
Liaison, College of Science, Health and the Liberal Arts (focus on Liberal Arts)

**Roberta Pierce**, Access Services Assistant
[Roberta.Pierce@jefferson.edu](mailto:Roberta.Pierce@jefferson.edu) or ext. 2840
*Roberta is your contact for placing items on Reserve for your classes and for Interlibrary Loan (ILL).*

**Sarah Slate**, Assistant Director, Reference & Special Collections
[Sarah.Slate@jefferson.edu](mailto:SaraSs.Slate@jefferson.edu) or ext. 2580
Liaison, College of Architecture and the Built Environment
Liaison, C-DEC: Focus on Design

**Daniel Verbit**, Systems / Reference Librarian
[VerbitD@PhilaU.edu](mailto: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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