

# Top 10 Things for Faculty to Know about Penrose Library

## 1. Penrose Library Website & Catalog (Sherlock)

(<http://library.whitman.edu>)

Phone number 509-527-5192

Staff directory ([https://library.whitman.edu/contact\\_librarian/](https://library.whitman.edu/contact_librarian/))

Library FAQ ([https://library.whitman.edu/library\\_services/](https://library.whitman.edu/library_services/))

## 2. Penrose Library Hours

Whitman ID is needed for Library access this year. Hours are Monday - Thursday 8:30 a.m. - 11 p.m., Friday 8:30 a.m. - 6 p.m., Saturday noon - 6 p.m., and Sunday noon - 11 p.m. The Archives will be open 9 a.m. - 4 p.m. Monday - Friday.

## 3. Reference & Instruction

Library instruction will use whatever format best meets the faculty member's pedagogical goals - in-class, remote-synchronous, or remote-asynchronous. Please contact Lee Keene ([keenelp@whitman.edu](mailto:keenelp@whitman.edu)), Head of Research, Instruction, & Assessment or your library liaison to schedule a conversation about your information literacy needs. Contact Ben Murphy ([murphybp@whitman.edu](mailto:murphybp@whitman.edu)) to schedule a conversation about incorporating the Archives into your course.

We will be expanding the availability of our reference librarians this year by continuing to support live chat in addition to drop-in office hours Monday - Friday 9 a.m. - 5 p.m. Additionally we are offering to meet via zoom with students by appointment.

## 4. Penrose Library Catalog & ARMINDA (<https://arminda.whitman.edu/>)

Use Sherlock to search for material in the Penrose Library and beyond, and to access your library account. The ARMINDA repository contains scholarship, photographs, historical documents, and other materials produced at Whitman.

## 5. Databases & Indexes

Found on the Library's website [Subject Guides](#) lead to subject-specific resources. Check the [Database A-Z](#) to find a specific database. Many of the articles that are available through library database subscriptions can be accessed through the Articles scope in [Sherlock](#).

**Off-Campus Access** All digital Penrose Library resources may be accessed from off-campus. Simply log-in using a Whitman ID and password. Please refer questions or

problems to Kun Lin (x5916 or link@whitman.edu).

**Streaming video** (primarily documentaries, foreign & classic films) is available through multiple databases in the Library's collection. See <https://libguides.whitman.edu/streaming> for more information.

## 6. Circulation

Faculty may check out Whitman-owned books for 1 year, with 2 renewals. Some items have a shorter loan period; other items may not be renewed. Whitman ID must be presented in order to check out materials. Faculty checked-out items are due at the beginning of June.

We will retain the "request for pickup" button in Sherlock. If the item is on the shelf, you will be directed to the Circulation Desk to check-out and pick-up your book, DVD, etc.

## 7. Summit & Interlibrary Loan (ILL)

When additional items are needed, Summit & ILL provide access to the world's resources.

**Summit:** Summit is a borrowing system that allows users to search and request over 35 million items from Oregon, Washington and Idaho academic libraries. Request Summit items through [Sherlock](#). Requested items arrive within 3 to 7 business days. Summit physical materials check out for 6 weeks; visual and audio media for 6 days and may be renewed once. Journal articles are not available through Summit.

**Interlibrary Loan (ILL):** If an item is not available in the Penrose Library or through Summit it may be requested through ILL. Journal articles usually arrive within a day; other items may arrive within one to three weeks. Summit & ILL physical materials check out for 6 weeks; visual and audio media for 6 days; NO RENEWALS.

## 8. Course Reserves

Faculty may place texts, journal articles, media and other items on reserve for varying loan periods. Digital files are placed in a password protected e-reserve system. Personal copies are accepted but not materials received via Summit or ILL.

Please present materials to be placed on reserve to the Circulation Desk at least one week before they will be needed. We encourage faculty to move to digital formats whenever possible. Place a request using our [Reserves Request Form](#). Refer any questions to Julie Carter (carterja@whitman.edu).

## 9. Collection Development

Discuss collection needs with Roger Stelk (x5909 or [stelkre@whitman.edu](mailto:stelkre@whitman.edu)). Books are purchased through faculty requests, an approval plan, and by standing orders. To keep current with new materials, faculty are encouraged to subscribe to GOBI Alerts, a weekly notification service that allows one to review and recommend titles for purchase.

## 10. Scholarly Communication & Copyright

Faculty are encouraged to use [ARMINDA](#), the institutional repository, as a means of sharing and preserving their work. Please contact Amy Blau (x4905 or [blauar@whitman.edu](mailto:blauar@whitman.edu)) for more information. U.S. Copyright law governs the use of copyrighted materials in class, on course-reserves, and on CLEo/Canvas sites. Check the [Whitman Copyright guide](#) or contact Dalia Corkrum (x5193 or [corkrum@whitman.edu](mailto:corkrum@whitman.edu)) for assistance.