

# 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/about-the-library/>)

**Library FAQ** (<https://library.whitman.edu/how-do-i/>)

## 2. Penrose Library Hours

When classes are in session the Library is open continuously except it is closed Fri 11:00 pm-Sat 9:00 am and Saturday 11:00 pm-Sun 9:00 am. Whitman ID is needed for Library access from 9:00 p.m. until 9:00 a.m. The Archives are accessible Monday-Friday, 9:00 a.m. to 4:00 p.m. or by appointment.

## 3. Instruction

Librarians are available to help students develop search strategies, find and evaluate resources, and tailor their use of resources to meet specific course goals. Please contact Lee Keene (x5917 or [keenelp@whitman.edu](mailto:keenelp@whitman.edu)) for assistance or to schedule an instruction session.

## 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 The ARMINDA repository contains scholarship, photographs, historical documents, and other materials produced at Whitman.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](mailto: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.

## 7. Summit & Interlibrary Loan (ILL)

When additional items are needed, Summit & ILL provide access to the world's resources. **Summit & ILL physical materials check out for 6 weeks; visual and audio media for 6 days; NO RENEWALS.**

**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. 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.

## 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; refer any questions to Jen Pope (x5914 or [popeja@whitman.edu](mailto:popeja@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.