

# Top 10 Things for Trustees to Know about Penrose Library

## 1. Penrose Library Website

<http://library.whitman.edu>

Phone number 509-527-5192

[Staff directory](#)

[Library FAQ](#)

## 2. [Penrose Library Hours](#)

When classes are in session, the Library is open continuously except it is closed Friday 11:00 pm-Saturday 9:00 am and Saturday 11:00 pm-Sunday 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, 10:00 a.m. to noon; 1:00 to 4:00 p.m. or by appointment.

## 3. Instruction

Librarians are available to help students and faculty develop search strategies, find and evaluate resources, and tailor their use of resources to meet specific course goals. Instructional staff developed a scaffold that guides curricular decisions. Faculty contact Lee Keene (509-527-5917 or [keenelp@whitman.edu](mailto:keenelp@whitman.edu)) or their [departmental liaison](#) for assistance or to schedule instructional sessions.

## 4. [Penrose Library Catalog](#) & [ARMINDA](#)

Sherlock (the name of the system) may be searched for material in the Penrose Library and beyond, and to access users' library accounts.

[ARMINDA](#) is a repository of scholarship, photographs, historical documents, and other materials produced at Whitman.

## 5. Circulation

Trustees may check out Whitman-owned books for 6 weeks with a library-issued card. Media materials have a shorter loan period.

## 6. 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. Summit items are requested 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.

## **7. Collection Development**

Collection needs are discussed with Roger Stelk (509-527-5909 or [stelkre@whitman.edu](mailto:stelkre@whitman.edu).) Books, journals and media materials 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.

## **8. Databases & Indexes**

[Subject Guides](#) lead to subject-specific resources, or the [Database A-Z](#) may be used 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 when users have a Whitman-issued id and password. Questions or problems are handled by Kun Lin (509-527-5916 or [link@whitman.edu](mailto:link@whitman.edu).)

**Streaming video** (primarily documentaries, foreign & classic films) is available through the [Kanopy Videostreaming](#) service with a Whitman login.

## **9. [Archives & Special Collections](#)**

The Whitman College and Northwest Archives hold college records and other documents that reflect the history of the College and the Walla Walla valley. These materials, as well as a robust collection of rare books, are used for teaching, learning, and research purposes. To discuss using the Archives or donating to the collection, contact Ben Murphy (509-526-4731 or [murphybp@whitman.edu](mailto:murphybp@whitman.edu).)

## **10. Scholarly Communication & Copyright**

Faculty are encouraged to use [ARMINDA](#), the institutional repository, as a means of sharing and preserving their work. ARMINDA also hosts student honors theses, special projects, and digitized archival collections. Please contact Amy Blau (509-527-4905 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 sites. Information is available through the [Whitman Copyright guide](#) or contact Dalia Corkrum (509-527-5193 or [corkrum@whitman.edu](mailto:corkrum@whitman.edu)) for additional assistance.