WHITMAN COLLEGE

PENROSE LIBRARY

Top 10 Things for Students 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. **Research Assistance**
   Librarians are available to help students develop search strategies, find and evaluate resources, and tailor use of resources to meet specific course needs. Please contact any of the Research Librarians for assistance.

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.   ARMINDA is a repository of scholarship, photographs, historical documents, and other materials produced at Whitman.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**
Students may check out books for 6 weeks and DVDs/videos for 6 days, with no renewals. Whitman ID must be presented in order to check out materials. Students are responsible for all overdue fees and penalties.

7. **Summit & Interlibrary Loan (ILL)**
When additional items are needed, Summit & ILL provide access to the world's resources. <mark>Summit & ILL materials check out for 6 weeks; visual and audio media for 6 days; NO RENEWALS.</mark>

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**
To complement course-required readings, 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. Reserves may be located by searching the library catalog. To check-out physical items, please ask at the Circulation Desk; refer any questions to Jen Pope (x5914 or popeja@whitman.edu).

9. **Study Rooms**
The Library has 9 large and 5 small group study rooms. Rooms may be checked out for a 3-hour period with 1 renewal if no one else is waiting. Study room availability may be viewed on the Library's homepage: https://library.whitman.edu/.

10. **Technology Support**
Student technology assistants are available in the Library to help with general computing, printing, scanning, and other technology-related issues. Typically, their hours are Sunday-Thursday, 10:00 am–midnight; Friday-Saturday, 10:00 am-5:00 pm. Further assistance may be obtained through Whitman College Technology Services: https://www.whitman.edu/technology-services.