



WHITMAN COLLEGE

PENROSE LIBRARY

## Top 10 Things for Trustees 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 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)) for assistance or to schedule instructional sessions.
- 4. Penrose Library Catalog & ARMINDA** (<https://arminda.whitman.edu>)  
Sherlock (the name of the system) may be searched for material in the Penrose Library and beyond, and for access to 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 ARMINDA is a repository of scholarship, photographs, historical documents, and other materials produced at Whitman.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

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 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 multiple databases in the Library's collection. See <https://libguides.whitman.edu/streaming> for more information.

## 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/Canvas 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.