



Top 10 Things for Staff to Know about Penrose Library

1. Penrose Library Website & Catalog (Sherlock)

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

Phone number 509-527-5192

Staff directory (https://library.whitman.edu/contact_librarian/)

Library FAQ (https://library.whitman.edu/library_services/)

2. Penrose Library Hours

Library hours can be found on our website and reflect our most up-to-date information. For questions related to the Archives, please email archives@whitman.edu.

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 [ARMINDA](#) is a repository of scholarship, photographs, historical documents, and other materials produced at Whitman.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

Staff 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. Faculty have a longer check-out period and their materials 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 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-reserves system. 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 Julie Carter (x5915 or carterja@whitman.edu).

9. **Collection Development**

Discuss collection needs with Roger Stelk (x5909 or stelkre@whitman.edu). Books are purchased through faculty requests, an approval plan, and by standing orders. The library also subscribes to a popular literature collection that provides best sellers on a rotating basis.

10. **Copyright**

U.S. Copyright law governs the use of copyrighted materials in class, on coursereserves, on CLEo/Canvas sites, public posters, and the like. Check the [Whitman Copyright guide](#) or contact Dalia Corkrum (x5193 or corkrum@whitman.edu) for assistance.

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http://works.whitman.edu/10things_staff