Top 10 Things for Faculty to Know about Penrose Library

1. **Penrose Library Website**
   http://www.whitman.edu/penrose
   **Phone number** 509-527-5192

2. **Penrose Library Hours**
   When classes are in session the Library is open 24/7. Whitman ID is needed for Library access from 10 p.m. until 9 a.m. The Archives are accessible Monday-Friday, 10:00 am to noon; 1:00 to 4:00 pm 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) for assistance or to schedule an instruction session.

4. **Databases & Indexes**
   Use WATSON, our discovery service for interdisciplinary access to databases, indexes, full-text content and the library catalog in one easy search. Expert Guides lead to subject-specific resources.

   **Off-Campus Access**
   All Penrose Library materials may be accessed from off-campus. Simply log-in using a Whitman ID and password. Please refer questions or problems to Dan Martensen (x5916 or martendh@whitman.edu.)

5. **Penrose Library Catalog**
   Search for material in the Penrose Library and renew items.
6. **Circulation**
   Faculty may check out 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)**
   **Summit**: When additional items are needed, Summit & ILL provide access to the world’s resources. Summit is a library catalog that combines over 29 million items from Oregon, Washington and Idaho academic libraries. 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. Please present materials to be placed on reserve to the Circulation Desk at least one week before they will be needed.

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. 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. **Copyright**
    U.S. Copyright law governs the use of copyrighted materials in class, on course-reserves and on CLEo sites. Check the Whitman Copyright website or contact Dalia Corkrum (x5173 or corkrum@whitman.edu) for assistance.