

Facilities & Equipment Overview

Facilities

- [Maxey Computer Lab](#)
- [Hall of Science Computer Lab](#)
- [Penrose Library](#)
- [Multimedia Development Lab](#)
- [Smart Classrooms](#)
- [SmartSpaces](#)

Note: In addition, there are a number of specialized departmental computer labs. Check with each department.

Printers & Scanners

- **How do I print** to one of the general access printers? See our [printing support guides](#).
- **More information** about Whitman's [printer and scanner facilities](#).

Geographic Information Systems (GIS)

If you are looking for information about GIS at Whitman, please see our [GIS page](#).

Available Equipment

Checkout equipment is for academic and administrative use only.

- Camcorders
- CD players (portable)
- Data projectors (for projecting computer, video, and document camera images)
- Document cameras (for projecting pictures, text, and 3D objects)
- DVD players
- DVD/VCR Combos
- Laptops (Mac and Windows)
- Multimedia carts (portable carts containing combinations of equipment such as projectors, computers, VCRs, etc)
- Overhead transparency projectors
- Projection screens (portable)
- Powerpoint remotes (USB)
- Televisions
- Tripods
- VCRs
- Voice recorders
- Wireless adaptors
- Wireless keyboards

Please note: Checkout is subject to availability, and certain restrictions apply.

Equipment Checkout Locations

Instructional Multimedia Services (IMS)

- 527-5257, ims@whitman.edu
- Hunter 202

IMS is your primary point of contact for equipment checkout and information. IMS offers checkout, delivery, setup, and operation of multimedia equipment. IMS requests 2 business days notice for classes between 8am and 4pm Monday through Friday and 5 business days notice for all other needs. We may not be able to provide the support you need without sufficient notice. [Learn more](#) about IMS.

Academic Division offices (Maxey, Olin, Science)

A limited amount of equipment for faculty use is available for checkout from division offices. Equipment checkout sign-up calendars are available in each office. Please contact IMS (see above) about available equipment and checkout details.

Penrose Library Technology Desk

- 527-5062
- Penrose Library Technology Desk (Foyer)

Our Penrose Library consultant office offers laptop checkout (for in-Library use). [Learn more](#) about the Penrose consultant desk.

Technology Services Help Desk

- 527-4976
- Technology Services Building, lobby

A limited amount of equipment is available from our main office in the Technology Services Building. Equipment for faculty/staff checkout includes laptops and conference call-ready telephones.

Assistance with equipment usage/setup

For normal or emergency technical support, contact the Helpdesk. For event technical support, please use our online [event support request form](#). *Please note that due to the complexity of supporting events, we request a minimum of 5 working days notice.*

Presenting/teaching in a classroom or auditorium...

If you're presenting or teaching in a classroom or auditorium, the equipment you'll need may already be in the room. Before requesting equipment, please be sure to visit our [Smart Classrooms](#) page for more information.

How long can I borrow equipment? What if I'm late?

Equipment checkout periods vary depending on the type of equipment, ranging from a few hours to an entire semester. For complete details on your length of checkout and due date, please contact the place from which you checked out equipment.

Late fees do apply to late returns, again varying upon the type of equipment. In general, however, late fees are \$10/day, up to the replacement cost of the equipment. Late returns of laptops checked out in the library are \$5/hour, up to the replacement cost of the equipment. For more details about late fees, please contact the place from which you checked out equipment.

When in doubt, if you have any questions or concerns about borrowing equipment, late fees, **contact IMS (527-5257, ims@whitman.edu)**.

Related articles

- [Classroom Technology](#)
- [Facilities & Equipment Overview](#)
- [Community Printers & Scanners](#)
- [Music 202](#)
- [Music 201](#)