



# Pentagon Library

## Helpful Tips for New Users



Circulation desk: (703)-695-1992

Reference Inquiries:

Pentagon: (703)-695-1997

Mark Center: (571)-372-3613

Pentagon Library homepage: <http://www.whs.mil/library/>

Pentagon Library intranet: <http://librarysecure.whs.mil/>

## **USEFUL RESOURCES**

### **Ask a Librarian**

Submit information requests online with *Ask a Librarian*, found in two locations: the *Library Intranet* and the *Contact the Library* link (<http://www.whs.mil/library/ask.htm>) on the Pentagon Library homepage.

### **Search the Pentagon Library Catalog**

On the Pentagon Library homepage, select *Library Catalog* on the blue toolbar. *Power Search* is the most effective way to search items for which you already know the title or author information. Audio books, Playaways, and DVDs are easy to locate in Power Search by defining a *Material Type*. Enter as much information as you know about the item to limit the search results.

### **Online Hold Requests**

- Begin at the Pentagon Library homepage.
- Select *Library Catalog* on the blue toolbar.
- Perform a search for the desired item.
- Select the *Hold* icon to the left of the title: it is a square with a green arrow.
- Enter your library card number.
- Click *Hold*.
- You will receive an e-mail confirmation that your hold has been placed.
- You will receive an e-mail from the library when your item is available for pick up.

### **Online Renewals**

- Begin at the Pentagon Library homepage.
- Select *Library Catalog* on the blue toolbar.
- Under *My Account* (found on the black toolbar at the top of the page) select *My Checkouts*.
- After entering your library card number, place a tick in the box next to the title you wish to renew.
- Select the green *Renew* box.

## Library Intranet

Library customers who can check out items are able to access the Intranet and will receive an Intranet e-mail confirmation upon opening a library account. The Intranet account user name is your library card number (located under the barcode), and the default password is *password*.

The Intranet has the following components:

- *Ask a Librarian*—Submit questions for research assistance
- *Databases*—Gain access to over 60 research products; most are accessible from any internet-connected computer
- *Journal & Article Locator*—Locate full text from multiple databases and paper copies with a single search
- *Requests*—Submit interlibrary loan, online search and article requests; suggest new library resources



Barcode: 400009969 | Log out

### Links:

[Home](#) | [Ask a Librarian](#) | [Databases](#)  
[Journal Locator](#) | [Training](#) | [Requests](#) | [Admin](#)

### Welcome to the Pentagon Library Intranet.

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Welcome to the Pentagon Library Intranet, a gateway to access the library resources and services designed for Pentagon communities to meet research needs in the capital region.

#### What is on This Site

**Ask a Librarian:** a place to address your reference or research questions.

**Databases:** an organized information collection about various subjects from commercial vendors, such as ProQuest, EBSCOHost, Gale, etc.

**Journal & Article Locator:** an electronic journal management system that allows you to locate full text online journals across multiple commercial vendors and paper copies in the library at one stop.

**Training:** learn how to navigate the databases from tutorials and briefings.

**Requests:** a place to submit your information needs, such as loan request from another library, suggestion for book purchase, etc.

**Library Staff Toolbox:** daily practice resources for the library staff.

## **POLICIES**

### **Check Out**

All library materials (except military documents, periodicals, reference materials and atlases) may be checked out for *two weeks*. An item can be renewed up to *three times* unless another patron has placed a hold on it.

### **Copiers and Printers**

The library does not charge for photocopy or printer use; however, if printing or copying large quantities of paper, please bring your own printer paper.

### **Lost or Damaged items**

If an item is lost or damaged, the library requests that you locate and purchase an alternative copy to replace the original in the collection. The item need not be new but must be in acceptable condition for long-term library use.

### **Overdue Items**

If an item is one week past its due date, a weekly overdue notice will be sent to your e-mail. To prevent an overdue status on your library account, renew your item online.

### **Public Computers**

Check out a public computer card at the Circulation Desk. You will be assigned a computer that corresponds with the number on the card. Enter the case sensitive *user name* and *password* as it is written on the computer card. When you are finished using the computer, please *Log Off* and return the card to the Circulation Desk.