

BARTON LIBRARY

Library Tips

Tip #1

Go to Barton Library's website <http://www.bartonccc.edu/library> to obtain library's contact information. Don't forget to view the announcement section or Barton Library's Facebook page for more information.

Tip #2

Go to Barton Library's website <http://www.bartonccc.edu/library> to access the library's online catalog. The catalog shows items physically available at Barton Library.

Reminder: You will need a Barton photo ID with a barcode and a valid phone number and voicemail to check out library materials.

Tip #3

Go to Barton Library's website <http://www.bartonccc.edu/library> to access the Kansas Library Catalog. Here you can see items available at other libraries.

Note: Interlibrary loan forms are located below the catalog link and can be submitted at any time.

Reminder: Interlibrary loans can take up to 5 business days to process, so plan accordingly.

Tip #4

Need to use a database to locate information?

Go to Barton Library's website <http://www.bartonccc.edu/library> then click on "Library Resources".

Tip #5

Need help on how to use a database?

Just ask a librarian! You can schedule a one-on-one session. The library also has helpful handouts and YouTube videos.

Tip #6

How do I access the library's electronic resources (databases, video streaming)?

On-campus: Just click on the library's "Library Resources" webpage.

Off-campus: you will need to obtain the username/password from the library's "Mobile Access Guide". You can locate this guide by logging into your portal account and clicking on the "Library Resources" tab.

Tip #7

Need help to use the library?

Just ask a librarian!

Note: the library also has handouts available for your use.

Tip #8

Barton Community College has a copyright policy and procedure.

Barton Library has a copyright webpage <http://www.bartonccc.edu/library/copyright> for you to review.

Tip #9

Color printing and copying service is not available except for educational purposes.

Ask a librarian for more information.

Tip #10

Most important tip – if you have a question just ask!

Library staff is here to help you use the library's resources and services even if you are not physically in the library.