

FAQ

Q: How would I know if the Library's hours change?

A: The Library posts changes to normal hours of operation in the "Announcements" section on the Library's website as well as on our Facebook page.

Q: I would like to check out Library materials. What do I need to do?

A: Students need to have a Barton Photo ID with a barcode, as well as a valid phone number with voicemail. The phone number will be verified by Library staff.

Q: How do I print a document?

A: Enter "100" into the Department ID field of the print confirm pop-up. Note: color printing is only allowed for educational purposes.

Q: Do you have headphones I can borrow?

A: Yes, the Library has headphones that can be checked out for Library use.

How to connect with Online Resources

Library Website:

From the Barton home page, go to "Student Services" select "Library" then "Library Resources".

Barton Portal:

Select the "Library Resources" tab in the MyBarton portal account. If you need assistance accessing databases off campus, please refer to the "Mobile Access Guide" located on this page.

Kansas State Library:

Go to the Kansas State Library website (kslib.info) and click on "Online Resources". Note: You will have access to databases provided by the KS State Library, but not all of the databases Barton Library has to offer.

REMEMBER

If you need assistance, please contact us using the Library email. It is monitored even when the Library is closed.

Basic Search

- 1) Enter search terms into the search box.
- 2) Select search type (subject, author, title, etc.).
- 3) Click "Search" and review results.

Advanced Search

- 1) Enter primary search terms into the search box.
- 2) Enter additional search terms into separate search boxes.
- 3) Choose the appropriate Boolean (and, or, not) for your search.
- 4) Choose a sort option for your search results.
- 5) Limit your search with the following options: peer reviewed, scholarly, PDF, full text, and publication date.
- 6) Proceed with your search by clicking the "Search" button and review results.

How to Do an Information Search

Decide on a search topic:

Write down search terms and phrases. How else can you phrase your topic or question?

What type of information do you need?:

Books, Journals, Newspapers, etc.? Do you need primary or secondary sources?

Find and access information:

Tip: Use "Advanced Search" to limit search by date range or type of publication. Be sure to use subject instead of keyword search.

Collect information:

Save articles by emailing them to yourself, saving them to a flash drive, or printing them. Don't procrastinate checking out print materials or requesting items through interlibrary loan.

Evaluate information:

Scope, Treatment, Authority, Relevance, Timeliness.

Write and Cite!