

BARTON Library



Hours of Operation

Sunday	2:00 pm—10:30 pm
Monday	7:30 am—10:30 pm
Tuesday	7:30 am—10:30 pm
Wednesday	7:30 am—10:30 pm
Thursday	7:30 am—10:30 pm
Friday	7:30 am — 4:30 pm
Saturday	CLOSED

**Summer Hours will vary*

Contact Us

Phone:	(888) 403-1900 (620) 792-9365
Fax:	(620) 792-3238
E-mail:	library@bartonccc.edu
Website:	www.library.bartonccc.edu

Databases

CredoReference	LexisNexis
Opposing Viewpoints	Proquest
Academic Search Premier	General OneFile
Computer Database	Chilton's Auto Repair

**Plus many more!*

Visit us on Facebook!

Ways to Connect to Barton Library Databases

1) **Go to the library's database page when you are in the library or at any Barton campus.**

**Get full access to all of our databases!*

2) **Access Terminal Server — It is like you are physically at the library!**

A. Go to "Start" - type "Run" in the search box - type in "mstsc" (This will take you to "Remote Desktop")

B. In Computer field: libr2.bartonccc.edu then press "connect"

C. User name: MTRM6/lib1 (you can use lib1 - lib30)

D. Password: library

**If you cannot connect call Barton Library for assistance as each computer is different and instructions may need to be adjusted for your computer*

***Do Not forget to log off when you are done!**

REMINDER: You can't print, but you can save it to a flash drive then print to a printer.

3) **Get a KS Library Card from any library!**

You will get access to databases provided by the KS State Library, but **NOT all of the databases Barton Library has to offer.*

4) **Install available Database APPs on your mobile device!**

[facebook.com/bartoncommunitycollegelibrary](https://www.facebook.com/bartoncommunitycollegelibrary)

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Online Database Search

Basic Search

1. Enter your search terms into the search box.
2. Select whether to limit your search to a specific subject.
3. Start your search by clicking the Search button.

Advanced Search

1. Enter your search terms into the search box.
2. Enter any other terms into the appropriate fields.
3. You can choose to search for exact phrases, similar sounding words, and words to avoid.
4. Choose the sort option for you search results. If no selection is made, the results will be sorted by relevance.
5. Limit your search with the following options:
Abstract, Type of Document, Peer Reviewed, Scholarly Journals, Full Text, Publication Type, Date, Document Type
6. Start your search by clicking the **Search** button.

Information Search

How to Do a Literature Search

Stages

1. Decide on a search topic
2. Think about the scope of the search topic
3. Consider the keywords to use while searching
4. Think about the type of information you want
5. Think about where to locate the relevant information sources
6. Plan out the stages of the search
7. Carry out the search
8. Review your progress
9. Obtain copies of the information
10. Read, evaluate and absorb
11. Consider if suitable and useful information has been found
12. Write up the work

Citation

Do Not Forget to Cite Your Sources!

Go to OWL Purdue for guidance on how to properly cite your sources :
<http://owl.english.purdue.edu/owl/section/2/>

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