

BARTON

LIBRARY

Barton Library FAQ

Q: What are the library's hours?

A: We are open 6 days a week: Sunday 1:00p-7:00p; Monday-Thursday 7:30a-8:00p; Friday 7:30a-4:30p. Summer hours are Monday-Thursday 7:00a-5:30p. Our hours are posted at each entrance of the LRC Building.

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

A: Changes to our hours can be found in the document "Library Hours & Closings" in the announcements section of our website. Also, we post this information on our Facebook page.

Q: What do I do if I have a question about the library's resources after hours?

A: Send your question to library@bartonccc.edu. Library Staff will answer your question as soon as possible.

Q: I would like to check out a book/periodical. What do I need to do?

A: Students need to have a Barton ID with photo and barcode. If you are a community member simply provide us with your public library card and a form of identification. All patrons must have a valid telephone number to check out materials.

Q: How do I access the library's databases or e-book collections when I am at home (off-campus)?

A: Sign in to My Barton Portal. Click on "Library Resources" tab. Open "mobile access guide." Instructions and passwords can be found in this document. If you need assistance, contact Library staff.

Q: Can I return books when the library is not open?

A: Yes you can. Barton Library has a book drop located outside by our South entrance.

Q: Do you have a book about "insert your choice here"?

A: There are 2 ways to find what you are looking for 1) Use the Library of Congress (LC) Classification charts as a guide to where to go. All of our bookshelves are labeled using LC call numbers, 2) Use the library's online catalog which is located on our website. If you need assistance library staff will gladly show you how to use this resource; however, we will not do the searching for you.

Q: Do you have any video tutorials?

A: Yes, the library has a YouTube Channel where we post videos with topics such as: Research Help, Academic Integrity, Finding Credible Information, and lots more! Go to www.youtube.com/user/BartonLRC.

Q: How do I get a KS library card?

A: Ask any member of Barton Library staff. They will create an account for you and explain how to use it.

Q: Where is the printer/copier? How much does it cost?

A: Barton Library's printer/copier is located by the periodical collection in the SW Alcove. At this time, Barton Library does not charge a fee for printing or copying.

Q: Can I print or copy in color? Does it cost to print/copy in color?

A: Printing and copying in color is only allowed for educational purposes. Faculty must contact the library to obtain permission for an assignment to be printed in color. At this time, there is no cost associated with printing or copying in color.

Q: Do you have wireless printing?

A: Yes, but it is only available for certain devices. Ask Library Staff for assistance.

Q: Can I scan a document?

A: Yes you can. A member of Barton Library staff will gladly show you how.

Q: Do you have a stapler and/or hole-punch I can use?

A: Yes we do. They are located on a table next to the copier/printer. Feel free to approach library staff about the use of other office supplies – we may have it available.

Q: Can you send a fax for me?

A: Yes. Simply fill out the fax cover sheet available at Murphy's Landing. We can also receive faxes for patrons.

Q: Do you have headphones I can borrow?

A: Yes, we have headphones that you may check out for library use. They get checked out just like a book.

Q: Can I check out an electronic device?

A: Yes, we check out Chromebooks. Barton Library staff will guide you through the checkout process.

Q: I am interested in the Cohen Center for Kansas History. Can I use it?

A: Yes, any patron may access this special collection. Simply ask a member of Barton Library staff for access, and they will gladly assist you.

Q: I noticed you have board games on the shelf, can they be checked out?

A: Yes! Speak with a member of Barton Library staff if you are interested in checking one out.

Q: Is there a place to take a personal call or where I can watch a video, etc. without headphones?

A: Barton Library has 2 quiet rooms available. These rooms are a great place to take a personal call, listen to music while studying, watch a video or movie, or to meet a group of friends or classmates to study together. They are available on a first-come basis. Please do not leave your personal possessions in these rooms if you decide to leave.