

## Barton Library's FAQs

Q: What are the library's hours?

A: *We are open 6 days a week: Sunday 3:30p-9:30p; Monday-Thursday 7:30a-9:30p; 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: *We post changes to our normal hours of operation on our Facebook page plus we send out text messages using Cougar Text; you will need to sign up to receive messages from LRC.*

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.*

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: 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: *Yes you can print and copy in color. A member of Barton Library will show you how. At this time, there is no cost associated with printing or copying in color.*

Q: Can I scan this 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 fax this for me?

A: *Yes. Simply fill out the fax cover sheet. 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 iPad mini?

A: *Yes, but it is only for library use for a period of 2 hours. You check it out just like a book, but there are additional requirements. Barton Library staff will guide you through the checkout process.*

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

A: *The main way for you to access all of the library's electronic resources is by using My Barton Portal. Once you have logged in simply click on "Library Resources." If you are experiencing a technical issue contact Barton Library staff as they will be able to assist you with an alternative way of accessing our electronic resources.*

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: *Normally, they are for use in the library only. 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.*

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: Do you have wireless printing?

A: *Yes, but it is only available for Apple devices such as laptops, iPads, and iPhones.*