



*Dare to know*

## Barton Library Frequently Asked Questions

**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 6:30a-5:00p. Our hours are posted at each entrance of the Learning Resource Center 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. We also post this information on our Facebook page. Barton Library is closed any time the College is closed.

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

A: Email your question to the [Barton Library](#), and a staff member will answer your question as soon as possible.

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

A: Sign into the MyBarton Portal. Click the link on the "Library Resources" portal card. Click the link for the desired database, and use the provided username and password. If you need assistance, contact Library staff.

**Q: How do I find a book?**

A: To find a book, use the online public access catalog located either on the Library's website and/or the portal card. Our books are sorted by Library of Congress call numbers. If you need assistance, the Library staff will gladly show you how to use this resource.

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

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

**Q: Can I check out an electronic device?**

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

**Q: Do you have headphones I can borrow?**

A: Yes, we have headphones that you may borrow for in-library use only.

**Q: I noticed you have board games, can they be checked out?**

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

**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 Southwest 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 the Barton Library staff will gladly show you how.

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

A: Yes, any patron may access this special collection and research library by making an appointment. See the [Guidelines for Access](#) for more information.

**Q: How do I get a State Library of Kansas (SLK) library card?**

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

**Q: Can the Library make change?**

A: The Barton Library does not keep cash on hand. Patrons will need to go to the Business Office in the Kirkman Building or the Campus Corner in the Student Union.