

Barclay College
Worden Memorial Library
100 E. Cherry
Haviland, KS 67059
620-862-5274
1-800-862-0226
library@barclaycollege.edu

Library hours:

Monday – Friday: 7:45 am to 11:00 pm
Saturday & Sunday: 2:00 pm to 11:00 pm

The library is closed for all school holidays. Special hours apply during the summer break.

Welcome to the Library

All students, faculty, staff and community are welcome. My goal here at the library is to assist you in all your research needs. Stop by my office anytime and I will be happy to help you.

Our library is good for more than just research. We have many general interest items as well. These include novels, movies, music and more.

If there is an item you can not locate in our library be sure and ask about our interlibrary loan services.

Pat Hall
Director of Library Services

Special Collections

The library maintains several special collections. Following is an explanation regarding each collection and location in the library.

Quaker: The Quaker collection is housed in the Ernest and Myrtle Binford Quaker Room. These materials include books that are written about, for and by Quakers. The materials have a call number designation of **QUA** at the beginning of the call number.

Reference: Reference books contain general information about many topics that range from Bible/Theology, psychology, education, history and more. The reference collection is located in the front on the library on the short wooden shelves. These materials have a call number designation of **REF** at the beginning of the call number. These books are for in-library use only. There is a \$50.00 fine per book if any of these books are removed from the library without the permission of the library director.

Juvenile: Juvenile books are written for an audience that are junior high school age and younger. The library maintains this collection to aid education students and also as a service to the community as a whole. The books are located in the Education Room, which is on the west side of the building. The books have a call number designation of **JUV** at the beginning of the call number.

Curriculum: The curriculum is a collection of teaching materials and aids maintained to aid education students in preparing lessons for “method’s” classes and for use during student teaching. These materials are located in the Education Room. The materials have call number designation of **CURR** at the beginning of the call number.

Audio Visual: The AV collection contains a variety of videos and DVD’s. These materials are located in the Northeast corner of the

library. Videos and DVD's have a call number designation of VIDEO at the beginning of the call number.

Music: The music collection contains CD's and records. The CD's are located in the Northeast corner of the library (by the bathrooms). Records are located behind the circulation desk. The materials have a call number designation of CD or REC at the beginning of the call number.

Newspapers: The library subscribes to two local newspapers. The newspapers are located near the main entrance to the library by the couches. The papers subscribed to are The Pratt Tribune, and the Kiowa County Signal.

Antique: Antique books are located in the Quaker room behind locked glass cabinets. These books are not for general use and special arrangements need to be made with the librarian to view.

Periodicals: The library maintains a collection of print periodicals. The majority of subscriptions are for periodicals that specifically relate to subjects studied at the college. There are some titles that are subscribed to for entertainment and general information such as current events, sports, and music.

Currently, the library subscribes to around 58 journals and magazines. The most recent issues are available for perusal in the main library. All back issues of the periodicals are located in the basement of the library. They are shelved alphabetically according to title and then chronologically. Back issues of some titles are not kept but are available through online databases.

Reserve Materials

Reserve materials are items that a professor or instructor would like for students to have access to for use in a class, but it is not in a convenient format for purchase or such a small portion of the material is used that they don't require students to purchase it. When this happens, the materials are placed on reserve for the entire class to have access to them. We also place course textbooks on reserve if the library owns a copy of them.

The reserve shelf is located behind the circulation desk. All materials on the reserve shelf must be requested from a library employee. There is a \$50.00 fine per book if any of these books are removed from the library without the permission of the library director.

Locating Materials in WML

A classification system is a way of organizing materials in a searchable and organized manner. The Library of Congress Classification System is a complex cataloging system involving both letters and numbers in the call numbers. All of the books in the LC Classification System are located on the Worden Memorial Library Catalog, which can be accessed through the Barclay College website.

The easiest way to search for materials, unless you are looking for a specific item, is to use a keyword search, which is the default. A keyword search searches for your search term in the author, title, subject and notes fields. Limiting the search to the author, title, or subject field may perform more specific searches.

An expanded search may also be performed to limit a broad search. For example, you want to do a keyword search for Egypt, but you don't want to find materials that have an author with the last name of Egypt. So you expand your search to look for the keyword Egypt and not author Egypt.

Another handy feature is the hyper-links that exist within the catalog. Anything that appears in blue text and is underlined is a hyperlink. Clicking on one of these will send you to other materials with the same author, materials with the same title, or materials with that subject. Exploring these links may greatly increase the number of research materials. Another great feature is the web-links; many materials have a link to a related web-site.

Call number guides are on the end of each bookshelf to help in locating materials. Until a person becomes familiar with the way materials are arranged in the LC system, it can be somewhat difficult to locate books. If you need help finding something, please enlist the help of the library director or one of the student library staff.

Browsing is another way to locate materials. Since the materials are arranged by subject it is always a good idea to take a look at the materials that are shelved around the one you are looking for.

Circulation Policies

Different loan and fine policies are in effect for different types of materials. This next section details the loan periods and fine amounts for the various material types.

Books: Books taken from the regular stacks, Quaker room, Juvenile, and curriculum have a three-week checkout period. Books may be renewed for an additional three weeks by bringing the book back to the library. Fines for overdue books are \$.10 a day up to a maximum of \$5.00.

If the book is not renewed or returned at the end of this period, a replacement fee will be charged for the cost of the book plus the \$5.00. The total cost will be placed on the student bill in the business office until the book is returned or the fine is paid in full. An unpaid fine and/or an unreturned book will also result in a hold being placed on a student's transcript.

Audiovisual: Videos, DVD's, records, and CD's may be checked out for three weeks. AV materials may be renewed for an additional three weeks by bringing the item back to the library.

Fines for overdue AV materials are \$.10 a day up to a maximum of \$5.00. If the material is not renewed or returned at the end of this period, the replacement fee will be charged for the cost of the material plus \$5.00. The total cost will be placed on the student bill in the business office until the material is returned or the fine is paid in full. An unpaid fine and/or an unreturned material will also result in a hold being placed on a student's transcript.

Periodicals: Periodicals, or magazines, may be checked out for a period of three weeks. They may be renewed by phone, email, or in person for additional time.

Fines for periodicals are \$.10 per day up to a maximum of \$5.00. If the periodical is not renewed or returned at the end of this period, a replacement fee will be charged for the cost of the periodical plus \$5.00. The total cost will be placed on the student's bill in the business office until the periodical is returned or the fine is paid in full. All fines must be paid before any finals can be taken and the permit paper signed.

Antique: Antique books are non-circulating materials that must remain in the library building. The use of these materials is closely monitored and is only allowed by the permission of the library director.

Reference: Reference books are non-circulating materials. This means that they are not allowed out of the library building for any reason except by permission of the Library Director. Removal of a reference book from the library is subject to a \$50 per item fine.

Kansas Library Catalog

After completing research using the resources in WML, a student's next step in finding other books is the Kansas Library Catalog. The Kansas Library Catalog, of KLC, is an online catalog sponsored by the Kansas State Library. It is a comprehensive catalog that includes the holdings of all the public, academic, school and many special libraries across the state of Kansas. The holdings include many items besides books. This includes: videos, maps, government documents, records, microfilm, periodicals, sound recordings, and much more. Currently, there are more than four million materials listed on the KLC.

Searching on the KLC works very similarly to searching on WML's catalog. Request for assistance in searching for materials may be made from the library director or a library staff member.

Most of the materials listed in the catalog may be borrowed at no charge to the student. A few exceptions apply, mostly to special libraries such as medical or law libraries where a fee is charged for borrowing or copying materials. The student is responsible for paying these charges and will be informed of any charges before the material(s) are ordered.

InterLibrary Loan

Interlibrary Loan or ILL is a free service to all current students and employees of the college. Since the materials borrowed are the property of other libraries, a few limits exist to maintain the libraries borrowing privileges.

Due to limited loan periods and restrictive renewals, only five books may be checked out through ILL at any one time. As soon as any of the books are returned, another book may be borrowed. Books may be borrowed at no charge. The only exception to free loans is when certain law and medical law libraries charge for loans. Students are responsible

for paying any fees and will be informed of any possible fees before the item is borrowed.

No textbooks, audio versions of textbooks will be ordered through ILL. Textbooks are considered a part of the cost of attending college and it is the student's responsibility to obtain them. Also, no re-ordering of returned ILL materials is allowed. Generally, a renewal date is given with the book and it is expected that if the student will need the book for a longer period, they will request a renewal.

The main purpose of ILL is for academic use, but the library exists to also meet students' personal library needs as well. So even if the item requested is not for academic use, it may still be borrowed.

When borrowing ILL materials, it is a good idea to allow a week from the order date to receive the materials. ILL materials that are needed in less than a week from the order date will not be ordered.

Due dates on ILL materials are strictly enforced. A renewal is not always guaranteed and must be requested from the lending library by the renewal date. No renewals will be requested for books that are already past the renewal date.

Fines for ILL materials are \$1.00 per item per day for the first two days, \$2.00 per item per day every day after that up to a maximum fine of \$20.00 and a loss of borrowing privileges. ILL privileges may not be renewed until the following academic semester.

Journal articles may also be obtained through ILL. This is also a free service. Generally, the lending library will make a copy of the article and send the copy. The student may keep this article; it does not have to be returned. There is no limit on the number of articles that may be ordered at one time. Articles that come from journals the library has in its collection will not be ordered, nor will articles that the library has electronic access to.

Students will be notified of all information regarding ILL via their school e-mail address or an alternate address that they have provided to the network administrator.

Online Resources

The library subscribes to several online databases that provide both indexing and full-text articles. The following is a description of each database and advice on the best ways to use each of them.\

The library maintains a web page that contains links to all of the resources described here. The link is:

<http://www.barclaycollege.edu/resources/library>

Once at the website, or link page, clicking on any of the links will cause a logon screen to appear. A student's user id and password must be entered here. Once the password is entered, another link page will appear. This page contains the direct links to the databases. These links may be used either in the library, the computer lab, in a dorm-room, or at home.

Some of the more popular and helpful databases are EBSCOhost, Global Road Warrior, and Opposing Viewpoints (located inside the InfoTrac database link).

EBSCOhost

EBSCOhost is a collection of databases. Access to 46 distinct databases is available here. Some of the more popular and useful of these databases are:

Academic Search Premier

The world's largest academic multi-disciplinary database, *Academic Search Premier* provides full text for nearly 4,000 scholarly

publications, including full text for nearly 3,100 peer-reviewed journals. Coverage spans virtually every area of academic study and offers information dating as far back as 1975. This database is updated on a daily basis.

Business Source Premier

As the world's largest full text business database, *Business Source Premier* provides full text for nearly 3,300 scholarly business journals, including full text for more than 1,000 peer-reviewed business publications. Coverage includes virtually all subject areas related to business. This database provides full text (PDF) for more than 300 of the top scholarly journals dating as far back as 1922. This database is updated on a daily basis.

PsycARTICLES

PsycARTICLES®, from the American Psychological Association (APA), is a definitive source of full text, peer-reviewed scholarly and scientific articles in psychology. It contains more than 153,000 articles from nearly 80 journals published by the American Psychological Association (APA), its imprint the Educational Publishing Foundation (EPF), and from allied organizations including the Canadian Psychological Association and the Hogrefe Publishing Group. It includes all journal articles, book reviews, letters to the editor, and errata from each journal. Coverage spans 1894 to the present and nearly all APA journals go back to Volume 1, Issue 1.

Religion and Philosophy Collection

Religion & Philosophy Collection™ provides extensive coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy. With more than 300 full text journals, the Religion & Philosophy Collection is an essential tool for researchers and students of theology and philosophical studies.

ERIC

ERIC, the Education Resource Information Center, contains more than 1.3 million records and links to more than 323,000 full-text documents dating back to 1966.

Psychology and Behavioral Sciences Collection

Psychology & Behavioral Sciences Collection is a comprehensive database covering information concerning topics in emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods. This is the world's largest full text psychology database offering full text coverage for nearly 400 journals.

Accessing EBSCOHost

Access to EBSCOHost for users with a computer id and password is relatively simple. From www.barclaycollege.edu/link.htm simply click on the EBSCOHost link and enter your id and password. This may be done on any of the library computers, in a dorm room, or at home, as long as there is Internet access. For those who do not have a user id and password head to www.ebscohost.com. You will be asked for an id and password. Please call the library at 620-862-5274 for login information. Multiple databases may be searched at once, but it is recommended to search each on its own since the types of information in each database vary as well as the format in which it is presented.

The databases contain a mixture of full-text articles as well as citations for articles. It is easily limitable to full-text articles if research is being accomplished at the last minute. Once again, articles may be read, or skimmed, online before printing, or may be ordered through interlibrary loan if only a citation is supplied.

Please take the time to at least skim through the articles before printing the full-text version, since many of the articles are lengthy and take much time, ink and paper to print.

If an article is found that needs to be ordered through interlibrary loan, there are a few simple steps to follow to ensure that it will be obtained for you. If there are multiple, or single articles, click on the icon to add it to your folder.

The folder will save all items until they are deleted from the folder or the session is ended. So, if research is being done on more than one subject, all articles may be printed at once and all citations may be emailed at once. When all wanted articles have been located, enter the folder, it will tell you how many items are in the folder. Print the full-text articles and then remove them from the folder and the remaining citations may be emailed to the interlibrary loan department. To do this, follow these steps:

Enter the email address:

Library @barclaycollege.edu

In the subject line type your name

Uncheck the box that says “full-text”

Click on send

Articles will be ordered through interlibrary loan. Students will be notified via email when requested articles arrive at the library.

Research Assistance

Research assistance is available from the librarian to all students on an as needed basis. Research assistance includes the following:

Refining a topic

Defining search terms

Help using an index, database or card catalog

Locating materials in the library

Research assistance does not include:

Selecting a topic

Selecting materials

Viewing or analyzing research material

Research assistance is offered to help students begin the process of doing research. In no way is it to be inferred or assumed that the research will be done by the librarian for the student. Students are expected to accomplish research as a normal part of college work. Any assistance given is to merely show students how to do research.

Kiowa County Library (Haviland Branch)

Barclay College has an agreement with the Haviland Branch of the Kiowa County Library that allows Barclay College students to borrow books.

Worden Memorial Library is authorized to refuse to sign final exam permits of students who have not returned books borrowed from the Kiowa County Library until the book(s) is returned.

At the end of each semester, Worden Memorial Library will contact the Kiowa County Library and assess whether we need to enforce this policy. The purpose of this is to hold students accountable for the materials they have borrowed, and also for our school to maintain a good reputation in the community.

This policy is in effect for enrolled students only. Those students with families that utilize the public library will be asked to remember whom they represent and return materials in a timely fashion.