

## BARBOUR INDEX

### What is it?

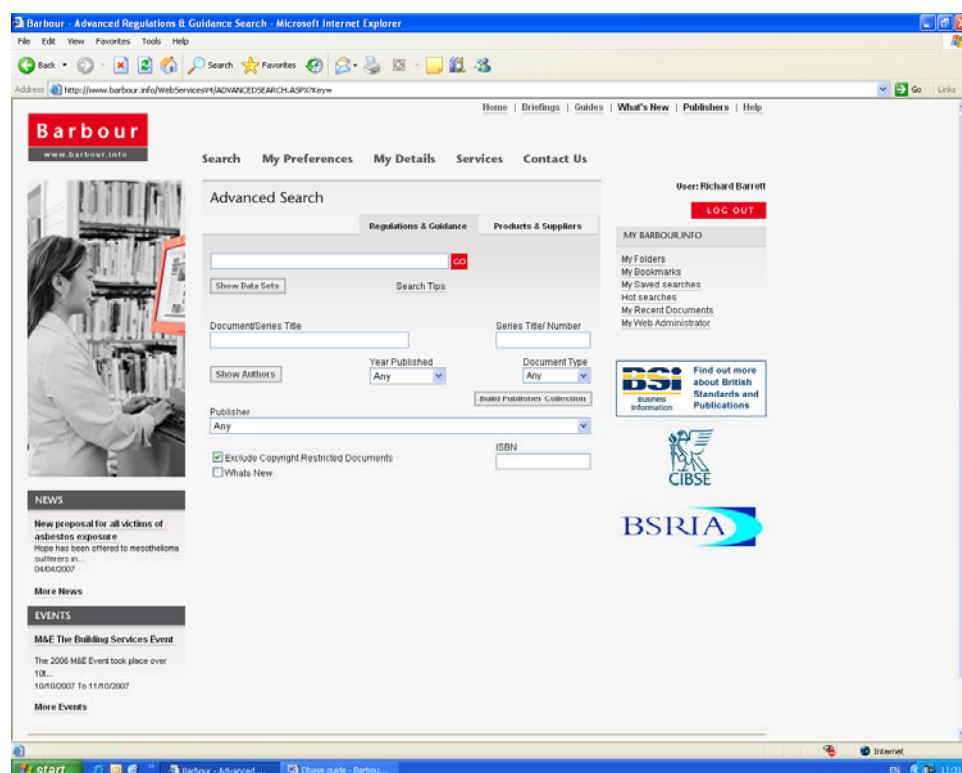
Barbour is the leading supplier for the UK and Ireland of specialist information services in construction, health and safety, environment, fire, trading standards and related sectors. The Barbour service gives fast access to full-text documents covering legislation, standards, technical guidance, and product and supplier information for the UK and Ireland. Users can search across the full range of Barbour data-sets, download documents that they subscribe to, manage data with saved searches and bookmarks and access a wide range of additional content - including regular Barbour Briefings, live news feeds and in-depth subject guides.

### Logging in

Barbour requires a log-in specifying Company ID, Username and password. The “user name” is your own initials. The Company ID and password are obtainable from any member of library staff. The first time you log in, you may be asked to complete a brief online registration form.

### Searching

There are both “simple” and “advanced” search screens. The simple search screen is OK for a general topic like asbestosis. The advanced search screen is best if a particular document is being searched for. The ordinary and advanced search screens both offer 2 search modes: one for “regulations and guidance” and one for “products and services”.



The “regulations and guidance” search is recommended for finding the full text of regulations and other official documents; for instance, entering a known document number such as HS (G) 195 will bring up the full text of the UK Health and Safety Executive’s Event safety guide. These documents can also be found by entering the subject of the wanted documents by subject keyword. The “products and services” search can find details of products and suppliers, together with their online catalogues in some cases.

### **Looking at and saving information.**

The full-text of each document that comes up in a search is obtainable by clicking on the title. In a few cases, the full text may not be available for copyright or subscription reasons. There are also “summary” (S) and “additional information” (i) icons beside each document. It is possible to save your searches for future use and to “bookmark” documents in your own folders on Barbour. Each document, when opened, can be printed, saved or e-mailed. There is also a “hot searches” list of frequently done searches and an e-newsletter, “Barbour briefings.”

### **Additional help**

There is a useful “search tips” click in the middle of the search screen, and there is a “Help” facility at the upper right of the screen. Also, you can ask any member of library staff at any time for assistance.