

INFORMATION SKILLS

University Library

Searching Barbour

Barbour is a health and safety information service providing material sourced from over 900 providers. Information within it includes legislation, technical guides and best practice along with director level briefings and employee training guides. The legislation diary identifies all known upcoming changes in legislation relating to different health and safety topics.

Starting off

1. Go to the University Library website <https://library.port.ac.uk>
2. Click on **Information Resources** and then click on **Databases** on the left.
3. Search for **Barbour Information Service** and select this title on the results page. Alternatively you can search for it using the Discovery or Catalogue search or link to it through your [subject page](#).

This resource requires a separate password to your usual university login, you need to click on the **Click here for password** link, then follow the links to the [off campus access page](#) (you will need to login using your University login and password when the UoP login box appears). This will take you to the password details for this resource.

The home page for this resource is shown below.

The screenshot shows the Barbour website home page. At the top left is the Barbour logo with the tagline 'Safe in our Knowledge'. To the right are links for 'Lib SciTech (Log Out)', 'Contact Us', 'Help', 'Site Map', 'User Guides', and 'View Options', along with the date '15 July 2016'. Below this is a navigation menu with items: Home, Browse Topics, A-Z Barbour Resources, Videos, Document Library, Legislation Diary, News, Assessment Tools, International, CPD, and My Account. A search bar is located below the menu, with a dropdown menu set to 'Document Library' and a 'Go' button. The main content area is divided into several sections: 'You are in: Home', a list of links (Technical Guides, Director's Briefing, Employee Factsheets, Toolbox Talks, Model Policies, Forms and Checklists, EII Checklists, Permits To Work, Webinars), 'Top Stories' (Five men die at recycling site, Fire Statistics England 2014/15), 'My Barbour' (Recent Searches: water safety, water pollution, sewage treatment and disposal, oil rig; Recently Viewed: Control of substances hazardous to health, Carcinogens, Recreational Waters, Working alone), and 'LEGAL REGISTERS' (Barbour have available a selection of health, safety and environmental legal register templates).

Searching

The database allows you to search by **topic**, **resource type** and within its **document library**. Browsing using the topics tab enables you to refine your topic to particular areas of interest providing a definition and other information such as technical guides, policies, forms and checklists, permits to work and key documents associated with the topic. Alternatively you can search via an **A-Z list** of resource types including technical guides, director's briefings, toolbox talks and employee fact sheets amongst others. The **document library** provides access to more than 90,000 documents from over 900 information providers. It is added to on a weekly basis and allows you to browse by publisher should this be required.

Search hints and tips

Search functionality works using keywords where you should try to be specific. You can add publisher information such as HSE to assist with narrowing a search to a particular source. Phrase searching such as "water safety" is useful for finding terms in a particular order whereas the use of an asterisk such as guid* would find the words guide, guidance and guidelines. You can further refine your set of results by publisher or date or by type such as legislation, case law or standards.

Advanced search allows the use of AND or OR enabling you to carefully construct a more detailed search.

The screenshot shows the Barbour website interface. At the top, the Barbour logo is on the left, and navigation links like 'Lib SciTech', 'Contact Us', 'Help', 'Site Map', 'User Guides', and 'View Options' are on the right. A search bar contains the text 'water safety' and is set to search in the 'Document Library'. Below the search bar, the page shows 'Search results' for 'water safety' in the document library, with 437 results. A table lists the results, including titles like 'Approved document G sanitation, hot water safety and water efficiency: amendments to the approved document', 'Hot Water', '2015 in review', 'Welfare Facilities', 'Water safety', 'Amendments to approved documents G and M', 'Legionellosis', 'Bathing water quality in Ireland', 'Local authority approaches to managing water safety', and 'Developing drinking water safety plans'. The table columns are Title, Series, Publisher, and Date. On the right side, there are filters for 'Filter results by' (Publishers, Publication Date) and 'Sort results by' (Relevancy), along with a 'Results per page' dropdown set to 10.

Additional features

Many documents can be easily downloaded and saved.

Additional features such as the creation of folders, bookmarking and setting up of alerts work best if you have a personal login. Details regarding this can be found on the entry for this resource on the off campus password page.