



Library Handbook



2009

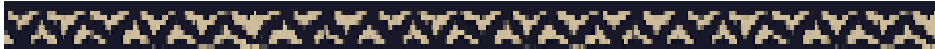
www.fcc.edu/library
407-569-1386

**Florida Christian College Library
1011 Bill Beck Blvd.
Kissimmee, FL 34744**

Welcome

Welcome to the Library of Florida Christian College. The Librarian and staff welcome you to the Library. We are ready to help you in any way we can in your studies and research at Florida Christian College. Please ask for assistance at any time.

The collection, the building, and its furniture have been provided at great expense to the college and by the generous giving of many dedicated people. We invite you to make good use of the valuable materials at your disposal here and to exercise good stewardship in their use.



Mrs. Linda Stark, Librarian

407-569-1386

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Librarywebpage: <http://www.fcc.edu/library/>



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Borrowing Privileges

The use of the library is a privilege and not a right.

All registered students and special students of Florida Christian College are granted full borrowing privileges. The collection, the building, and its furnishings have been provided at great expense by the gifts of many dedicated people. In the event that library privileges are abused by any patron, the Librarian shall reserve the right to limit or revoke that individual's privileges.



All persons using the library will, out of Christian courtesy and consideration for the rights of others, maintain a level of quiet conducive to individual study.



General Loan Regulations

Loan regulations are in place to provide equitable sharing of library resources for the benefit of the whole college community. All library materials (books, periodicals, vertical file materials, audiovisual materials, and equipment) are checked out and returned at the circulation desk. The borrower should present a valid student ID.

1. Library materials are to be checked out by the person who will use them, and must be returned to the library before they can be charged out to another student. **You are responsible for all items checked out in your name; do not pass them on to another person.**
2. Books are loaned for two weeks; periodicals, vertical file material, audiotapes, CD-ROMs, and videos for one week. If the item is not in demand or does not have a hold on it, it may be renewed once.
3. Library materials shall be returned by the borrower as soon as they are no longer needed, even if the loan period has not expired.
4. No more than five books on a given subject or a total of ten books may be checked out at one time to the same student. Any exception to this must be arranged with the Librarian or the Support Services Manager.
5. You will be given a list of books currently checked out to you and the date due of each item. **No other advance notice of date due will be sent.**

Please do not return audiotapes or videotapes in the bookdrop.

Reserve Loan Regulations

1. During library hours, reserve items must be used in the library.
2. Reserve books may be checked out within the last 30 minutes before closing time; they must be returned by 9:45 am the next day the Library is open.
3. A faculty member placing reserves may stipulate that the material not be removed from the library at any time. Permission for an exception, for overnight use of such material, must come from the faculty member; library staff cannot grant it. The faculty member may stipulate a longer borrowing period, depending upon the use of the material.

Reference Books

1. Reference books remain in the library at all times that the library is open, for the benefit of the entire college community.
2. Reference books may be checked out within the last 30 minutes before closing time; they must be returned by 9:45 am the next day the library is open.



Fine Schedule

1. Circulating items overdue: 10 cents per day, per item, payable on return of the item.
2. Reserve items overdue: \$1.00 per hour or part of an hour.
3. Reference books overdue: \$1.00 per hour or part of an hour.
4. Loss of bar-coded folder: \$1.00.
5. Borrowers shall be responsible for the cost of replacing damaged or lost items. There shall be a **\$15.00** library handling fee charge (for reordering and processing the replacement item) plus either the price listed in *Books in Print*, if available, the cost from an online used-book dealer, or the acquisition cost listed on the shelf list or equipment invoice. Minimum fine for a lost or damaged video is **\$20.00**.
6. Students delinquent in their obligations to the library at the time of registration will be blocked from registration.
7. A student chronically abusing library privileges will be restricted to borrowing no more than three items at a time.
8. Fines may be charged to the student's account for a \$4.00 business office service fee. In the event any library charge is not paid within a reasonable time, the student will be notified and the amount will be charged to a student's account with the \$4.00 business office service fee added.

Citation Policy

1. All library staff members are authorized to issue fine citations for violations listed below. One written warning will be given before a fine is charged. An unpaid fine will cause the student to be blocked at pre-registration for subsequent terms.
2. Violation of posted library food and beverage regulations: \$5.00. A citation will be issued after one warning for any food or drink not in a sealed, unopened container, or for anything leaving stains, condensations rings, or food particles. Food and beverage restrictions are in place for pest control and to limit damage to library materials. Water only in closed containers is permitted.

3. Misuse of or damage to College property: the payment will be the cost of materials and labor for repair or replacement, plus 10%.
4. Noise disturbing other library patrons: \$5.00.
5. Failure to comply with library staff acting in the performance of their duties: \$5.00.
6. The removal without proper procedure of any library material is considered a serious infraction against the spiritual and moral standards of Florida Christian College, and an expression of indifference to the generosity of Christians whose gifts have built the collection.
7. There shall be a penalty of \$10.00 per item for each item removed from the library without proper authorization. In addition, charges for lost or damaged materials shall be as described above.
8. Such removal of more than one item on a subject or within a type of material shall be considered obvious evidence of abuse of library privileges
9. Immediate return of an item inadvertently removed shall be considered evidence of good faith.
10. The student may be referred to the Vice President of Student Life for further disciplinary action upon the recommendation of an ad hoc committee formed of the Librarian and the teacher whose assignment is involved.
11. Any fine may be charged to the student's account. An additional \$4.00 business office service fee will be added to the library charges.

**Library loan regulations are designed
to ensure all students have equally fair
access to needed materials.**



Archives—Restoration Collection

The Fayette Storm Davis Restoration Collection was established as a research center for Restoration history. Books in this room do not circulate at any time; however other copies of some items are available in the general collection. Any library patron may use materials within the Archives area.

Please ask the Librarian for assistance in photocopying fragile items.

Many Restoration texts are available online through the FCC Library web site:

<http://www.fcc.edu/library/restoration/texts.asp> .

Missions Collection

Material in the Robert Reeves Mission Collection circulates to students and faculty. Any other library patron may use this material within the library.

Please ask the Librarian for assistance in photocopying fragile items.

Missions newsletters and other missionary information are on file in this area.

The 20:21 Library on CD-ROM is an extensive missions library and mapping program available in the library.

Mission links are available on the FCC Library web site:

<http://www.fcc.edu/library/subjectguides/missions.asp> .



Virginia Davenport Education Resource Center

The Virginia Davenport Education Resource Center includes book and periodical collections, and curriculum materials, visual aids, and teaching tools relating to the Elementary Education and Christian Education courses. The collection is also used by home-schoolers in the community.

Selected Education links are available on the FCC Library web site:

<http://www.fcc.edu/library/subjectguides/education.asp> .

Music Library

The Music Library is located in the Virginia Davenport Education Resource Center. Selected links for music history and literature are on the FCC Library web site:

<http://www.fcc.edu/library/subjectguides/music.asp>

Near East Research Center

Books, photographs, and other items relating to the Holy Land Trip are displayed in the Near East Research Center. Ask Library staff for assistance in using the *Walk through Jerusalem* CD-ROM.

Selected links to biblical sites, Near East history and cultural materials are available on the FCC Library web site, under History:

<http://www.fcc.edu/library/subjectguides/history.asp> .



Audiovisual Equipment and Materials

Video

The VHS and DVD collection is included in the online catalog. You may view a video on the library's TV-VCR or DVD by reserving a group study room. Videos not on reserve may be checked out for one week.

Video Projector

The video projector may be checked out for classroom use only, and only with the prior authorization of the teacher for whose class the student is presenting.

DVD

The library owns a limited number of DVD materials. A DVD player is available in the Group Study Room and in LB-1.

Slides

Slides of the Holy Land, archaeology, and art slides of Biblical scenes are included in the online catalog. One slide projector is available to be checked out.

Audio

An index to the audiotape collection is on the Library web page:

<http://www.fcc.edu/library/audiotapes/default.asp>

A paper index is kept at the desk of the ERC also.

You may check out certain audiotape and CD players, or you may reserve the group study room for listening to audiotapes, CDs, or LP recordings.

Available in the library only: **Indexes**: ATLA Religion Database (10-year subset); Biblical Studies Index (ATLA); Old Testament Abstracts; Ethics Index.



General Library Information

1. Use of the Group Study Room is by reservation; the registration book is kept at the circulation desk. Conversation must be kept to a moderate level in this room.
2. Library staff will issue one warning to a student creating excessive noise. If a second warning is needed, the disruptive student will be asked to leave, or will be issued a fine citation as described below.
3. **NO FOOD OR DRINK**, except water in a closed container, is permitted in any public service area of the library, including the shelving area, study carrels or tables, Archives, Education Resource Center, **REFERENCE COMPUTERS**, Group Study, or at the Circulation Desk, card catalog or catalog terminals. A table is provided in the foyer where you should leave your food or drink items or containers while you are in the library. Food and beverage restrictions are in place for pest control and to limit damage to library materials.

Reserved Research Area

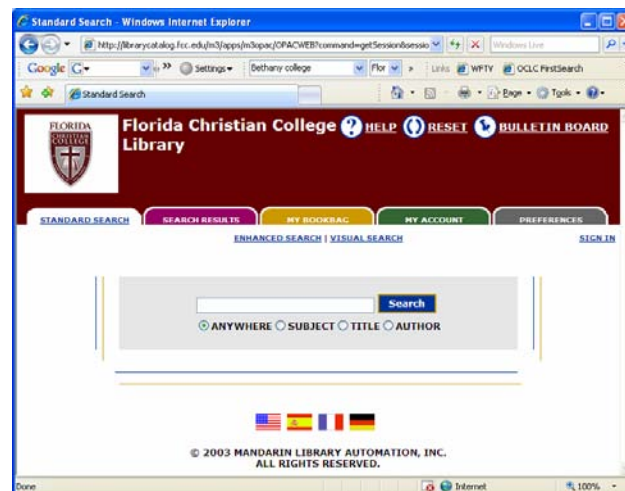
1. A study table or carrel may be reserved by a student for the purpose of extended research using library materials.
2. A maximum of half the available study areas will be so designated at any one time.
3. The area may be reserved for a maximum of two weeks only.
4. Written forms for reserving the area and the needed materials will be available from library staff at the circulation desk. Put your materials neatly in one stack so others may use the space in your absence.



Computer Services

To avoid interference with the campus network, do not download or install ANY software on ANY library computer.

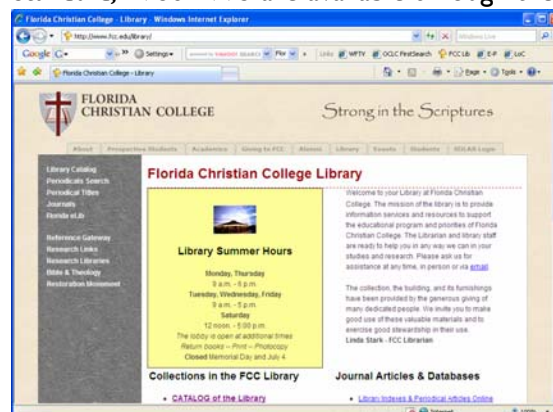
1. Five PCs are available in the reference area for general use; one
2. additional computer is available in the missions area. Each computer is equipped with Office 2003 word processing, database, spreadsheet, presentation program, desktop publishing, and internet browser.
3. One additional computer is dedicated to the ImageMouse for reading and printing from microfilm.
4. Computers in the lab are supervised by the IT department.
5. Students may reserve time in advance on a specific system in one-hour blocks.
6. Internet access in the library is provided primarily for research and study purposes, and is limited to one-hour blocks of time. Games or chat rooms are not appropriate use of the library computer resources.
7. Individuals may not attach non-college computers to the main network. Wireless networking is available for your computer; please consult IT personnel.

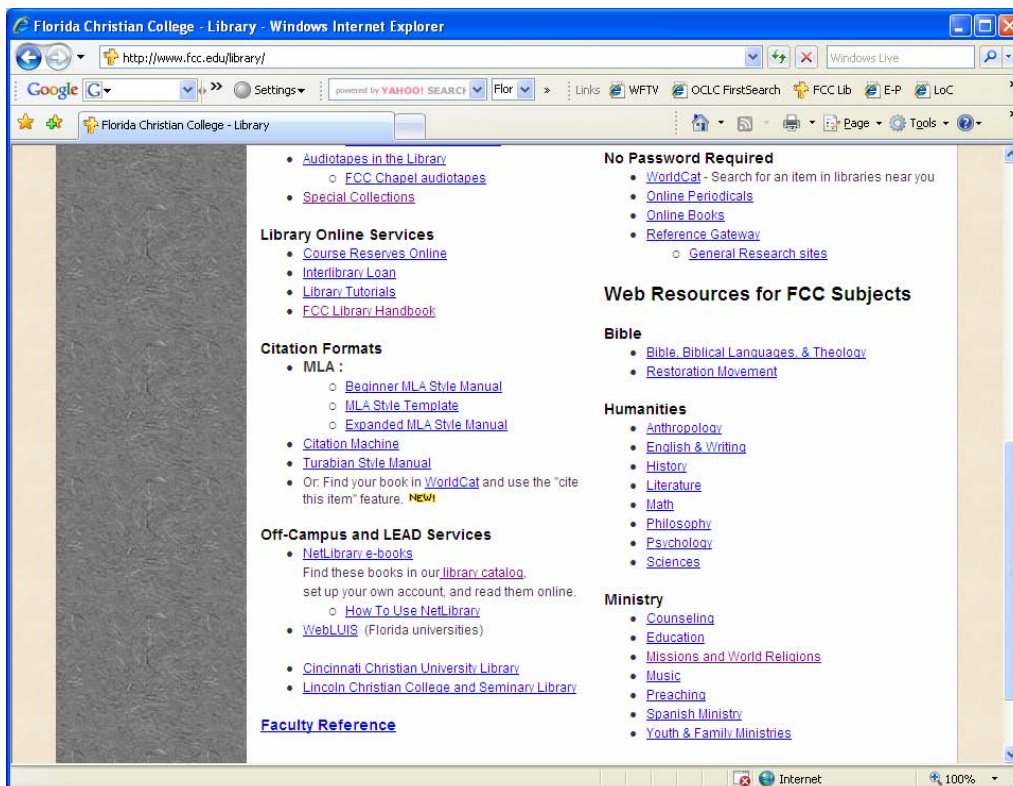


Online Catalog

The online catalog allows you to search by author, title, or subject, and in the Enhanced mode, by Dewey classification number, and by course (BIB) number, as well as by other details.

Separate computer indexes for the library's collections of audiotapes and vertical files materials and the *Christian Standard*, 1986-1993 are available through the library web page.





Internet Services

Internet access is available on the reference and lab computers. All students must adhere to the library policies on appropriate use of college computer resources.

DO NOT DOWNLOAD ANYTHING TO LIBRARY COMPUTERS

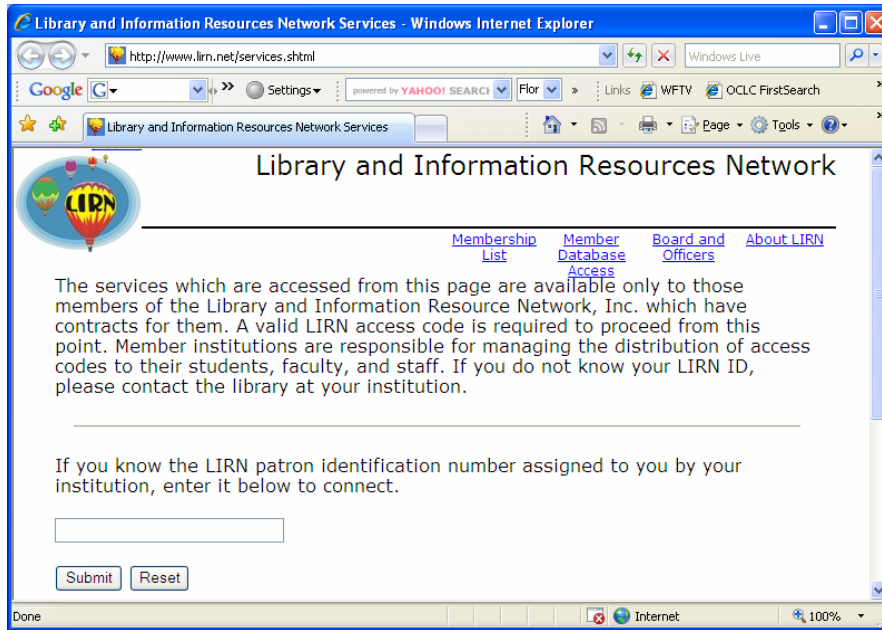
Save to your own disk or flash drive

Do not attach unapproved computers to the main network.

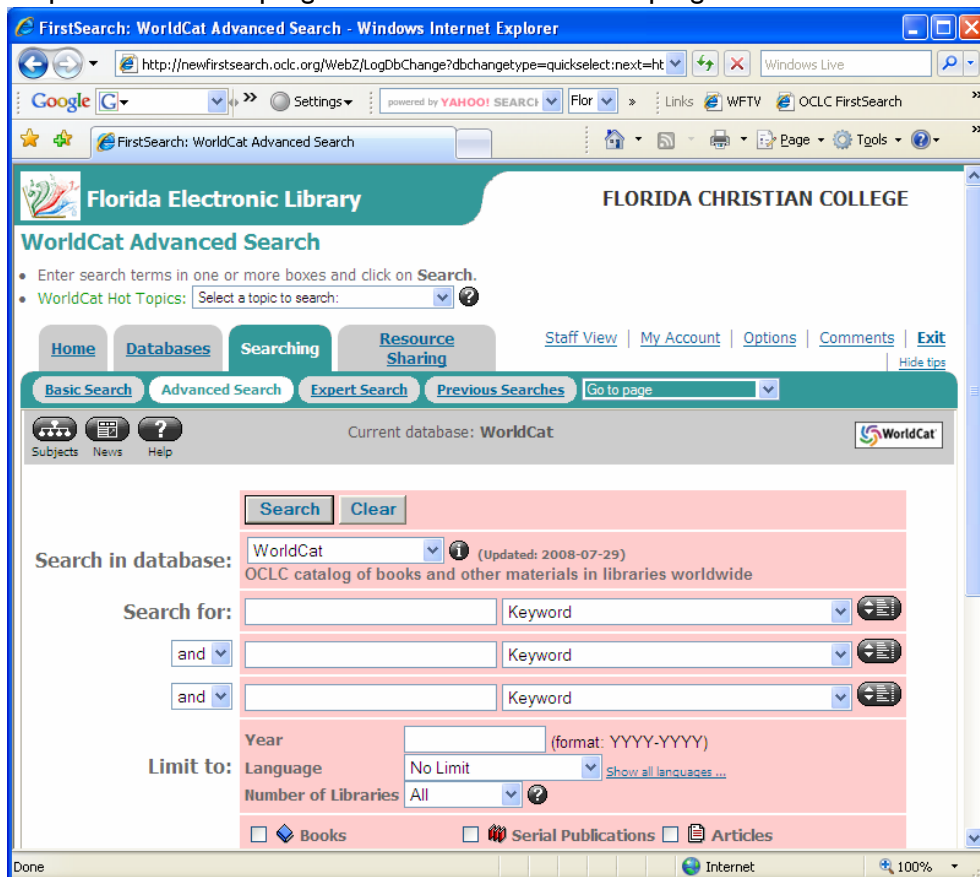
Consult IT personnel for wireless connections.

Web-Based Library Services

1. The library's web page www.fcc.edu/library features the library web catalog and many other research tools described in the following paragraphs.
2. **NEW! NetLibrary** - 26,000+ books online. Includes complete text of the book. Accessible through the internet from any location when accessed from the FCC Library Web page. Set up a free account to save your favorites and create a handy list of sources for your research topic.
3. Florida Electronic Library — use your *public* library card to access more materials here. FCC students are eligible for an Osceola County Library card.
4. Other full-text materials are linked under Online Books and Online Periodicals.
5. Links to **MLA** and **Turabian** style manuals are here.
6. Reserve readings for some courses are available here also.



- 7.
8. Students may access electronic indexes, including full-text periodicals, through subscription databases from the library's web page—***Christian Periodical Index, Gale InfoTrac, ProQuest Direct, ELibrary, and OCLC FirstSearch***. These resources require passwords that you may receive from the library circulation desk. Off-campus students may get the password cards by contacting the library through an **Ask A Librarian** link. Help screens for the programs are linked within each program.



9. Interlibrary Loan service is available online through *FirstSearch* from libraries world-wide. From the OCLC WorldCat advanced search screen (above) you can search for materials and request the FCC library to request them for you.
10. Online reference assistance is available through any **Ask A Librarian** link on the web page.

Web Links

The following web links are examples of what you will find on the library web page. Many more links have been added.

Biblical studies: <http://www.fcc.edu/library/subjectguides/bible.asp>

Counseling: Journal of Family Ministry, 1-11.
<http://www.fcc.edu/library/subjectguides/counseling/default.asp>

Education Resources: <http://www.fcc.edu/library/subjectguides/education.asp>

History: <http://www.fcc.edu/library/subjectguides/history.asp>

Literature and English: . <http://www.fcc.edu/library/subjectguides/english.asp>

Music: <http://www.fcc.edu/library/subjectguides/music.asp>

Research:
<http://www.fcc.edu/library/reference/research.asp>

Restoration History:
<http://www.fcc.edu/library/restoration/texts.asp>

Missions:
<http://www.fcc.edu/library/subjectguides/missions.asp>

<http://www.fcc.edu/library/journals/default.asp>



Notes for This Year

NEW HOURS:

Opening at 8:30 a.m. Mon.-Fri.

Saturday open 12:00-6:30 p.m.

The online periodicals collections in the databases are much expanded this year.

The Reference Room is a QUIET AREA

NetLibrary. Find e-books for your research. NetLibrary is accessible from any location through the FCC Library Web page.

Florida Electronic Library. Use your public library card to benefit from the research materials available here.

FCC students are eligible for an Osceola County Library card. Check the public library website.

Wireless networking is available. Consult Information Technology personnel for assistance.

Reserve or Reference books out overnight must be returned by 9:45 a.m. Monday-Friday or 10:45 a.m. on Saturday.

Remember — you may start your web research from the selected pages on the library web site.
<http://www.fcc.edu/library>

Food and drink items may be left on the table in the lobby.

Water in a closed and insulated container is permitted in

Library Dress Code

The classroom dress code is in effect in the library during all library hours, including weekends.

Library Hours

Hours will be posted at the beginning of each term or vacation period. Any changes will be published.