



# Library Handbook

**2010-2011**

[www.fcc.edu/library](http://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.

**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.**

## **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.

## 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.

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.**

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.

Library materials shall be returned by the borrower as soon as they are no longer needed, even if the loan period has not expired.

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.

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 DVDs, audiotapes or videotapes in the bookdrop.

## Reserve Loan Regulations

Reserve items must be used in the library during library hours.

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.

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 establish a longer borrowing period.

## 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 (12:45 on Saturday).

## Fine Schedule

Circulating items overdue: 10 cents per day, per item, payable on return of the item

**Reserve items overdue: \$1.00 per hour or part of an hour.**

Reference books overdue: \$1.00 per hour or part of an hour.

Loss of bar-coded folder for periodicals, audio materials, etc.: \$1.00.

**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.**

Students delinquent in their obligations to the library at the time of registration will be blocked from registration.

A student chronically abusing library privileges will be restricted to borrowing no more than three items at a time.

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**

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.

1. 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.
2. Misuse of or damage to College property: the payment will be the cost of materials and labor for repair or replacement, plus 10%.
3. Noise disturbing other library patrons: \$5.00.
4. Failure to comply with library staff acting in the performance of their duties: \$5.00.
5. **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.**
  - a. 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.
  - b. 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
  - c. Immediate return of an item inadvertently removed shall be considered evidence of good faith.
  - d. 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.

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 the materials each one needs.**



## 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 many 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 history and doctrinal texts are available online through the FCC Library web site: < <http://www.fcc.edu/library/restoration/texts.asp> >



Last Supper With Twelve Tribes.

Hyatt Moore.

## 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 video collection (VHS and DVD) 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.

### DVD

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

### Audio

An index to the audiotapes 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.

## General Library Information

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.

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.

**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, 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

A study table or carrel may be reserved by a student for the purpose of extended research using library materials. A maximum of half the available study areas will be so designated at any one time. The area may be reserved for a maximum of two weeks only. 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 when you leave, so others may use the space in your absence.

## Computer Services

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

**DO NOT DOWNLOAD ANYTHING TO LIBRARY COMPUTERS.**

**Save to your own disk or flash drive. Consult IT personnel for wireless connections.**

Eight PCs are available in the reference area for general use; one additional computer is available in the missions area. Each computer is equipped with updated Office word processing, database, spreadsheet, presentation program, desktop publishing, and internet browser.

Additional computers in the lab (LB-1) are available when no class is meeting in the classroom.

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 computers.

## 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.

<http://librarycatalog.fcc.edu/m3/apps/m3opac/>

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.

## Web-Based Library Services

The library's web page [www.fcc.edu/library](http://www.fcc.edu/library) features the library web catalog and many other research tools:

1. **NetLibrary** - 26,000+ books online. Includes complete text of the book, **available through the FCC Library catalog**. Books in NetLibrary will have a NetLibrary hyperlink displayed in the library record. Set up a free account, using your own password, to save your favorites and create a convenient list of sources for your research topic.
2. **Florida Electronic Library** — use your public library card to access more materials here. FCC students are eligible for an Osceola County Library card.
3. Other full-text materials, needing no password, are linked under "Online Books" and "Online Periodicals."
4. Links to **MLA** and other style manuals are on the library front page also.
5. **Students may access electronic indexes, including full-text periodicals, through subscription databases from the library's web page—ATLA with Serials (ATLAS) and Christian Periodical Index, for Theology and Biblical Studies. Gale InfoTrac, ProQuest Direct, ELibrary, and Credo Reference are available through the LIRN databases.** These resources require passwords that you may receive from the library circulation desk. Online students receive passwords in the library orientation material. Off-campus students may get the password cards by contacting the library through an [Ask The Librarian](#) link. Help screens for the programs are available within each program.
6. **OCLC FirstSearch.** Interlibrary Loan service is available online through *FirstSearch* from libraries world-wide. From the OCLC WorldCat advanced search screen you can search for materials and request the FCC library to request them for you. Password available in the library orientation lesson.
7. Email reference assistance is available through any "[Ask The Librarian](#)" link, or "contact the library" link on the web pages.

**Web Links For Subjects relating to FCC Curriculum are on the [Library Web Page](#) – scroll down about halfway.**

## Notes for This Year

**ATLA database for Theology and Biblical Studies, and additional titles in NetLibrary.**

### LIBRARY HOURS:

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

**Monday, Tuesday, Thursday open until 10:00 p.m.**

**Wednesday, Friday, close at 5:00 p.m.**

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

**The Reference Room is a QUIET AREA**

**NetLibrary.** Find e-books for your research **in full text online.** NetLibrary is available from any internet location through the FCC Library catalog on the library front page.

**Florida Electronic Library.** Available freely through any computer in Florida.

**FCC students are eligible for an Osceola County Public Library card.** The public library website has some additional materials.

**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 12:45 p.m. on Saturday. Fines add up hourly for Reference and Reserve items because other people need them also.

**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 the library.

### **Library Dress Code**

**The classroom dress code is in effect in the library during daytime library hours, through 6:00p.m.**

#### **[Library Hours](#)**

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

**Mrs. Linda Stark, Librarian**

**407-569-1386**

**Email [Ask The Librarian](#)**

**Library web page: <http://www.fcc.edu/library/>**

**Library Telephone 407-847-1386**