



**FAMILY OF FAITH**  
CHRISTIAN UNIVERSITY

# library handbook

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Family of Faith Christian University

This handbook is provided to describe what our library offers to our students. If you have any questions or concerns, please contact the librarian or a school or university administrator.

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# welcome to **your** **library!**

We have been blessed to see God miraculously provide to build our library into what it is today. We have 26,000 books and digital resources plus online resources and a fantastic children's section. Our library catalog and e-sources are available for you to access online whenever you want. In order to serve the vision of both the university and the school, we have continued to build the sections that deal with the Bible, missions, the nations, ministry, education, and business.

Welcome to **YOUR** library. We want this place to serve your needs as a student. As you become familiar with our library resources and policies, please contact us if you have any questions or ideas!

Happy Reading!

# library mission statement

The Family of Faith Christian University Library's mission is to provide access to resources and services to develop and equip faculty and students for Christian ministry and service.

# library goals

In order to accomplish this, we strive to do the following:

- 1 . To maintain a collection of print and digital resources and services that adequately supports the academic programs of FFCU.
- 2 . To provide access to resources and services in a variety of formats that adequately meet the academic needs of our students and faculty regardless of location.
- 3 . To promote information literacy and lifelong learning.

## library hours

We are open from 8:00 AM to 3:30 PM, Monday to Friday during the school year, except for school holidays and breaks.

University students may check out a library key for evening use. The key is due the following morning.

## destiny catalog

The Destiny Catalog will help you find all the books we have on a certain topic.

You can get a username and password to reserve books, create book lists, and find out when your books are due. Be sure and bookmark the Destiny website on your laptop and download the DestinyQuestMobile app to your mobile devices!

Online Catalog

[www.ffcufollettdestiny.com](http://www.ffcufollettdestiny.com)

To get the App for your Phone, go to  
[www.Follett.com/DestinyQuestMobile](http://www.Follett.com/DestinyQuestMobile)

## checking out books

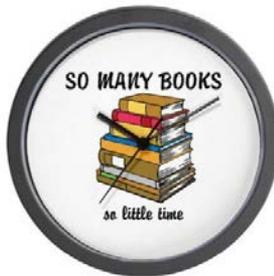
When you check out books from the library, take your book(s) selected to the librarian's desk who will check it out to you and make sure you know when it is due.

## i can reserve books?

Sure! Students may place up to 2 books on hold through the Destiny system. Log into the system, find the book you want, and then click the "HOLD IT" arrow. They will be on hold for you for three days.

## returning your books

You should return checked-out books to the shelf labeled for return books. If the library is closed, use the container outside the main library door for returns.



## how many books?

### **University and Secondary Students:**

You can check out up to five books at a time. You can keep your books for up to two weeks. If you still need a book, you can renew it once. Reference books and university reserve books should be used in the library. University students can talk to the Librarian about checking out a reference or reserve book overnight.

**Elementary Students:** Fifth and Sixth grade students may check out appropriate books for two weeks at a time. First through Fourth grade students may check out two books for one week. Kindergarten and lower grades may visit the library, but all books will be checked out to the teacher for classroom only use.

**Other Patrons:** Church and school family patrons are allowed to check out one book at a time for a two-week period.



## e-sources

The FFCU library also offers you many electronic resources that will help you in your research. The University website includes helpful research tips as well as a list of internet sites that include books, journals, and articles. The EBSCOhost databases enable you to search literally thousands of journals and articles by subject, keyword, author, date, and more. Be sure and ask for the access information so you can start using these reliable sources for your research. All you need is the log-in information which you can get from the librarian.

**[http://search.ebscohost.com/  
login.aspx?authtype=ip,uid&  
profile=ueh](http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ueh)**

## ok share program

OK Share is a cooperative agreement between many of the higher education libraries in Oklahoma that allows higher education students to check out resources from other libraries. This means Family of Faith Christian University students and instructors are able to check out resources from other colleges/universities! If our library does not have the information that you need, you can search the catalog of another library to see if they have resources that will help you.



You should see the librarian to get your OK Share card each semester. For a list of libraries and links to their online catalogs, please go to this website:

[http://www.okhighered.org/ocald/  
participating-libraries.shtml](http://www.okhighered.org/ocald/participating-libraries.shtml)

## printing and copying

The library provides a printer and a photocopier for your use. If you are not a university student, you will need to pay for your printing:

- 10¢ per page for regular black/white copy
- \$1 for color printing

**Be sure to double-check your work before printing!**

## using the computers

The FFCU library computers are provided mainly for research and catalog searches. If you need to use the library computers regularly, then please consult with the librarian in order to work out a satisfactory plan and schedule. We ask that everyone have a flash drive to which they can save their work and that you share the computers when demand is high.

## reference services

If you need help with research, just ask! The librarian and your instructors are able to assist you in your research.

## please, keep it peaceful

Because the FFCU Library provides resources as well as study space, we ask that you maintain a peaceful atmosphere and respect the needs of others in the library. Speak in quiet voices, use headphones for music, and move study groups to areas that will not distract others.

## overdue fees

If a book is not returned by closing on the due date, an overdue fee of 10¢ per book per day will be charged. Any student who does not return an overdue book by the end of the semester will also pay replacement cost for that book. Books remain library property and must be returned.

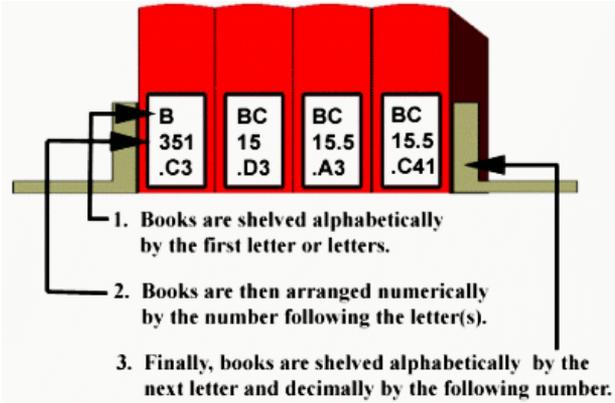
Transcripts/report cards will be withheld if fines are not paid.

## lost or damaged books

We have to admit that it happens sometimes. If a book is lost or damaged, the person who checked it out has to pay to replace it.

# lc call number system

The books in the library are arranged according to the Library of Congress Classification system. Each book is assigned a “call number,” which is like the book’s address and shows you where you will find it in the library. You will find the call number on the spine label and on the bar code on the book.



The first part of the call number will be **LETTERS** that will show you which subject area in which that particular book will be found. On the second and third lines, you will find the **NUMBER** that indicates the order of the books on the shelves. The Librarian will help you learn how to find your books! Here are the subject areas:

A	General Works	L	Education
B	Philosophy, Psych., Religion	M	Music
C	Archeology, Genealogy	N	Fine Arts
CHD	Children’s section	P	Language and Literature
CUR	Curriculum section	Q	Science
D	History: General, World	R	Medicine
DIG	Digital Media section	REF	Reference section
E-F	History: Western Hemisphere	S	Agriculture
G	Geography, Anthropology	T	Technology
H	Social Sciences	U-V	Military, Naval Science
J-K	Political Science, Law	Z	Library Science.

## notes for teachers

The library staff is your partner in education. If you have ideas for books or services or if you have a special library - related request, please contact us!

### destiny catalog

Each instructor will receive a username and password for the online Destiny Catalog. In this system, you can search the catalog, place a hold on books, check the status of resources you have checked out, and much more. Be sure that you and your students bookmark the catalog website:

[www.ffcu.follettdestiny.com](http://www.ffcu.follettdestiny.com)

### class-related library use

We want to help you and your students. Our staff members can place books on reserve so they are available for your students. We can also prepare for class reading projects or research assignments. It would help us if you will give us a few day advance notice before you bring your entire class to the library. You can make arrangements with the librarian to schedule a library orientation or an instructional session on using the research databases.

### circulation policy

Faculty members may check out books for ninety (90) days. You can even check out reference books for fourteen (14) days. While teachers may keep books needed for course-related studies out for that duration, they are urged to consider the needs of students and other faculty and staff and return books promptly.

# thank you

Thank you for being good stewards of the resources God has provided for the library! We know that the library is a big part of your success as a student, and we want to make our services as helpful as possible.

If you need help with research, just ask! The librarian is here to assist you with your research. Your instructors are willing to help. And, we have several research help pages on the library website.

If you ever have any great ideas or find helpful resources, please let us know so we can share them with others!

your librarian

(405) 273-5331, ext. 314

[library@familyoffaith.edu](mailto:library@familyoffaith.edu) <http://familyoffaith.edu/library/>