



**FAMILY OF FAITH**  
CHRISTIAN UNIVERSITY

# Library Handbook

This handbook is provided to describe what our library offers to our students and faculty. If you have any questions or concerns, please contact the librarian 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 28,786 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 the university, 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!

## 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 8:30 AM to 3:30 PM, Monday to Friday during the academic year, except for holidays and breaks.

University students may use their Paxton key app to gain access to the library after hours.

[library@familyoffaith.edu](mailto:library@familyoffaith.edu)

<http://familyoffaith.edu/students/library/>

405-695-5533 ext. 208

## **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 smartphone!

Online Catalog: [www.ffc.follettdestiny.com](http://www.ffc.follettdestiny.com)

## **On Campus Students:**

### **Checking Out, Reserving, and Returning 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. Make sure you know when they are due.

Students may place up to 5 books on hold through the Destiny system. Log into the system, find the books you want, and then click the "HOLD IT" arrow. They will be on hold for you for three days.

You can check out up to 5 books at a time. You can keep each book for up to 2 weeks. If you still need a book, you can renew it twice for a total of 6 weeks. 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.

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.

## **Online Students: (those in the United States)**

### **Reserving, Checking Out, and Returning Books**

Students may place up to 5 books on hold through the Destiny system. Log into the system, find the books you want, and then click the "HOLD IT" arrow. The librarian will pull the books and mail them to you.

You can check out up to 5 books at a time. You can keep each book for up to 4 weeks. If you still need a book, you can renew it 2 times for a total of 12 weeks. Taking into consideration a 1 week shipping to the student and 1 week shipping back to the library.

Reference books and University reserve books are to only be used in the library so they are unable to be checked out by online students.

Students must mail their books back one week prior to their due date.

## **E-Sources**

The FFCU library also offers you many electronic resources that will help you in your research. The University library webpage includes helpful research tips as well as a list of websites that include books, e-books, journals, and articles. <http://familyoffaith.edu/students/library> You can also find a shortened list of the most commonly used links on the Populi Library Links page.

Some examples of the resources are

- EBSCOhost databases which enable you to search literally thousands of journals and articles by subject, keyword, author, date, and more. Be sure and ask the librarian for the access information so you can start using these reliable sources for your research.
- Digital Theological Library has over 500,000 eBooks, 150 databases, 22,000 journal titles, 25 million full-text, peer reviewed articles, and 100,000 musical scores.
- ORU Holy Spirit Research Center

## **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 participating libraries. This means Family of Faith Christian University students and faculty are allowed 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>

## **ACL Reciprocal Borrowing Program**

The ACL Reciprocal Borrowing Program provides in-person borrowing privileges to users from other participating Christian libraries. There are 73 libraries that participate across the United States and Canada.

Take a look at the list at <http://familyoffaith.edu/students/library> or on your Populi Library Links page and see if there is a library near you. Then fill out your personal enrollment form and have the librarian verify it.

## **ACL Interlibrary Loan**

The FFCU Library is part of the ACL Interlibrary Loan System. If you and the Librarian are unable to find a resource; the Librarian can put a request out to all the other libraries that are part of the ACL ILL Program and see if any other library has the resource to loan. If it is available via e-resource it will be emailed to the Librarian to loan to you. If it is a physical resource, it will be mailed to the FFCU Librarian to then mail to you. The lending library sets up the return period for the resources and the resources will be checked out to you through FFCU Librarian. You are responsible to get the resources returned on time to the FFCU librarian so she can then return them to the lending library.

## **Tutorials**

The Librarian has created video tutorials regarding all library services for all students to view. These can be found in Populi under the Files tab – library information- library tutorials:

- Librarian’s Contact Information tutorial
- Populi Library Links page overview tutorial
- FFCU Library webpage tutorial (a review of links on the FFCU Library web page)
- FFCU Library Catalog tutorial (using the library catalog to locate resources)
- EBSCOhost tutorial (how to search for and locate resources in EBSCOhost)
- Finding libraries nearest to you (using ACL Reciprocal Borrowing Program, OKShare Program, and WorldCat tutorials)
- Using the Digital Theological Library - pt 1
- Using the Digital Theological Library - pt 2

The Librarian also provides face to face tutorials on all library resources for those who need it, via zoom. Students can email or call the Librarian to make an appointment.

[library@familyoffaith.edu](mailto:library@familyoffaith.edu)

405-695-5533 ext. 208

## **Printing and Copying**

The library provides a printer and a photocopier for your use. The library fee takes care of your printing and copying cost.

## **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 professors are able to assist you in your research.

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405-695-5533 ext. 208

## **Please, Keep It Peaceful**

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 will be withheld if fines are not paid and books are not returned.

## **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.

The first part of the call number will be LETTERS that will show you the 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 major subject areas:

A	General Works	L	Education
B	Philosophy, Psych., Religion	M	Music
BKL	Booklet	N	Fine Arts
C	Archeology, Genealogy	P	Language and Literature
CHD	Children's section	Q	Science
CUR	Curriculum section	R	Medicine
D	History: General, World	RB	Radio Broadcast
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
JUV	Juvenile Section		

## 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 professors 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,

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 30 Kinville  
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<http://familyoffaith.edu/students/library/>

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