



Library Handbook



2016-17

<http://JohnsonU.edu/Florida/Student-Life/Campus-Services/Library-Resources.aspx>

407-569-1386

Johnson University Florida Library

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Kissimmee, FL 34744



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

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 overdues or lost materials on all items checked out in your name; do not pass materials on to another person.**
2. Books are loaned for two weeks; periodicals, vertical file material, and DVDs 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.

5. Please do not return DVDs or CDs 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 (12:45 on Saturday).

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

Reference books remain in the library at all times that the library is open for the benefit of the entire college community. Reference books may be checked out within the last 30 minutes before closing time; they must be returned by 9:45 a.m. 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, etc.: \$1.00.

Borrowers are 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 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 DVD is \$20.00.

All fine charges, if not paid by the last business day of the month, will be sent to the student's account with a \$4.00 service fee.

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 be charged to the student's account, with a \$4.00 service fee.

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. **Clear water only** in a closed container is permitted.
2. Misuse of or damage to University 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 Johnson University Florida and an expression of indifference to the generosity of Christians whose gifts have built the collection.** 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.



- 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
 - Immediate return of an item inadvertently removed shall be considered evidence of good faith.
 - The student may be referred to the Executive Director of Student Life for further disciplinary action upon the recommendation of an ad hoc committee formed of the Associate Librarian and the teacher whose assignment is involved.
7. All fine charges, if not paid by the last business day of the month, will be **sent to the student's account** with a \$4.00 service fee.

Library loan regulations are designed to ensure all students have equally fair access to the materials each one needs.

NO FOOD OR DRINK, except clear water in a closed container, is permitted in any public service area of the library — the shelving area, study carrels or tables, Archives, reference computers, Group Study, 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

Space at 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 materials may be reserved for a maximum of two weeks only. Written forms for reserving 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. Please do not leave personal items unattended.

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 from the Center for Restoration Studies at Abilene Christian University: https://webfiles.acu.edu/departments/Library/HR/restmov_nov11/www.mun.ca/rels/restmov/index.html

Robert Reeves 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.

Information on the missions art work:
<http://www.hyattmoore.com/thelastsupper/>



Last Supper With Twelve Tribes.

Hyatt Moore.



Virginia Davenport Teacher Resource Center

The Teacher Resource Center has materials relating to the Elementary Education and Christian Education courses.



Music Library

The Music Library is now located in the Brough Music Wing. Music databases online include the *[Naxos Music Library](#) (Listen online to more than 500,000 classical music tracks) and [Oxford Music Online](#) – Includes *Grove Music Online*, *The Oxford Dictionary of Music*, and *The Oxford Companion to Music*

Near East Research Center

Books, photographs, and other items relating to the Holy Land Trip are displayed in the Near East Research Center. Selected links to biblical sites, Near East history and cultural materials are available on the Library web site.



Borrowing from Glass Memorial Library

Students in good standing with our library may borrow from Glass Memorial Library of Johnson University Tennessee. Please ask library staff for assistance.

Computer Services

Internet Services

Wireless service is available throughout the library.

Internet access is available on the reference computers. All students must adhere to the library policies on appropriate use of university computer resources. No software may be downloaded to the reference computers.

Fifteen PCs are available in the reference area for general use, equipped with updated Office word processing, database, spreadsheet, presentation program, desktop publishing, and internet browsers. Computers are maintained by the IT department.

These computers are provided primarily for research and study purposes, and may be limited to one-hour blocks of time. Games or chat rooms are not appropriate use of the library computers.

Web-Based Library Services

The library’s web page includes a link to the library catalog and to many other research materials.

1. [Publication Finder](#) is a start point for finding online books and periodical articles in the databases.
2. Links to the **MLA and APA** style manuals and document templates are on the library’s website.



3. **Online Library Catalog:** You do not need a password to use our catalog. The catalog allows you to search by author, title, or subject, and, in the Enhanced mode, by other information. Links to EBSCO, Credo, WorldCat, and the many electronic resources from Tennessee are also provided. All of these sites include extensive help screens.



4. **EBSCO** includes full-text ebooks, the *Christian Periodical Index*, *ATLAS* and other periodicals online. (Many, but not all, of the books are also listed in the library catalog.) Search again within EBSCO to find additional ebooks from the Tennessee library. NOTE the TWO ebook collections, and see several databases for most areas of the curriculum. Click on “Choose databases” to see a complete list in EBSCO.

5. **Florida Electronic Library** access is available from any Florida computer. JUFL resident students are eligible for an Osceola County Library card for access from outside the state.



6. **Electronic resources requiring passwords**—

Use your Johnson email and password to access all Johnson’s subscription databases. Off-campus students may get other passwords by contacting the library at FLLibrary@Johnsonu.edu.

7. **CREDO** Reference includes extensive general education reference resources in full-text. To explore your topic, try working the mind-map.

8. **OCLC FirstSearch.** Interlibrary Loan service is available online from libraries world-wide. From OCLC WorldCat you can search for materials and request the JUFL library to request them for you.

9. Many additional research materials are available on the pages of the Glass Memorial Library on the Tennessee campus. The blue “J” on our library catalog page takes you to these pages.

10. **LibGuides.** The LibGuides offer research assistance, subject guides, and useful resources compiled by your friendly librarians on a variety of subjects that align with Johnson University’s degree

Notes for This Year

The Reference Room is a QUIET AREA.

JUFL students in good standing
may borrow from the Glass Memorial Library
of Johnson University Tennessee.
Ask library staff for assistance.

FLLibrary@Johnsonu.edu

LIBRARY HOURS

Monday — Thursday 8:30 a.m.—10:00 p.m.

*Closed 9:00—10:00 a.m. every Tues. and Thurs. for Chapel and D-Groups
(Extended hour of 11:00 p.m. last 5 weeks of each semester)

Friday 8:30 a.m. - 5:00 p.m.

Saturday 12:00 noon -- 6:00 p.m.

Hours will be posted at the beginning of each term or vacation period.
Any changes will be posted in the library and published on the website.

**JUFL resident students are eligible for an Osceola County Public Library
card.** The public library website has additional databases.

Library Dress Code

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

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