



ORLANDO CHRISTIAN UNIVERSITY

LIBRARY MEDIA CENTER HANDBOOK

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The Purpose of the Library

The Boyd-Moline Library serves as the *Academic Heartbeat* for our entire school community, from the K4 through 12 students of The First Academy to the entirety of Orlando Christian University. It is a multipurpose space that exists to encourage students to become lifelong learners. Additionally, it assists students in becoming information literate so that they may be proficient consumers and producers of information. In the centrally located Library Media Center, every student is encouraged to make reading and learning a way of life.

Policies and Procedures

Orlando Christian University students may visit the library from 7:30 AM through 3:15 PM.

If students are in the library during class time, they are expected to use their prox cards to enter, speak respectfully to the librarians and other students, and either sit quietly or find a book promptly. Students should be mindful of their conversations, as younger students use the library as well. Food and drinks other than water should be consumed before entering the library unless the Library Staff provides refreshments. Students should not come to the library when we are under lightning alert or the administration has determined that inclement weather is likely, as they must remain in the library for the duration of the lightning alert.

The library opens at 7:30 AM and closes at 3:15 PM Monday through Thursday. The library closes at 2:45 PM on Friday. The library space holds several tables where students can work and books for every grade level. There is also a designated Writing room for students working on papers. As needed, classes may also use the library to work on projects or check out books for school or leisure.

Collection: The library has extra copies of books used in the classroom. There are also books available if students enjoy reading as a hobby.

Contact Information

Amanda Whitaker

Email: amanda.whitaker@orlandochristianuniversity.org

The Boyd-Moline Library webpage - <https://thefirstacademy.org/academics/library/>

Library card catalog - thefirstacademy.follettdestiny.com/

Extension: 8880

The Physical Collection

Orlando Christian University's Library holds over 1,000 physical copies that students may use to support their work in class or read for leisure.

Acquisition

The librarian works with faculty to ensure a continually growing collection that adequately supports the school curriculum. Copies are acquired from subscription services such as Junior Library Guild, sites such as Amazon, and through donations. The library uses an allocated budget to purchase these books.

Processing/Cataloging

All library books are processed through the Follet Destiny catalog service. As OCU students share the library space with The First Academy, books are divided by age of appropriateness and mission alignment. The books appropriate for young adults and older are marked with a green spine label and have their own designated bookshelves to allow for easy library navigation.

Preservation

Books are covered with contact paper or other protective materials during their processing. This allows for the longevity of materials as they circulate from student to student. While the Library does not collect late fees, a fine in the amount of a book's cost is given if a book has been lost by a patron.

Learning Resources & Curricular Support

The Boyd-Moline Library strives to provide the latest technology so it can best serve faculty, staff, and students. iPads can be used during student visits. The network supports the library's various catalogs, such as Follet Destiny and EBSCO online databases, amongst others.

The Library offers access to Academic Search Complete, Points of View Reference Center, Religion and Philosophy Collection, and Science Reference Center, among other databases. These databases allow students to dive deeper into a variety of academic disciplines in order to produce better research papers and products. Within these databases, there are also citations for students to place directly into their papers to avoid plagiarism and save time.

Orlando Christian University also offers students access to Logos, a premier collection of biblical Christian resources.

About the Librarian

Orlando Christian University is blessed with exemplary faculty and staff. Not only do they possess a deep understanding of their subject areas, but they are continually growing in their faith. Orlando Christian University's librarian, Amanda Whitaker, graduated from Florida State University with a Master of Science in Information degree, and earned a School Librarian Leadership certificate.

Tutorials

Finding Resources through EBSCO and Explora

1. Easily access TFA/OCU online databases by going directly to <http://search.ebscohost.com/>.
2. Log into EBSCO. The username is **s1219580main**. The password is **firstac#24**.

Sign In

User ID

s1219580main

Password

.....

[Forgot your MyEBSCO password?](#)

Sign In

***This password changes every March, so the next password will be firstac#25, starting in March 2025.*

4. Find either "EBSCOhost Research Databases" or "Explora Secondary Schools" on the options list. Select an option by clicking the blue words. It will take you to an easy-to-navigate home page. Use your own search terms to find the journal article that works best for you.

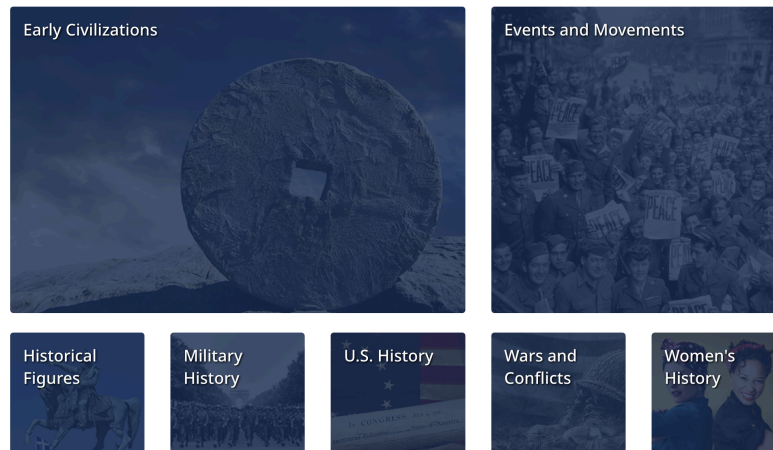




5. Finding your best resources on Explora: Under the highlighted article, numerous subsections make it easier to navigate than EBSCO proper.

The screenshot shows the Explora Secondary Schools homepage. At the top, there is a search bar with the placeholder text 'What are you looking for?'. Below the search bar, the 'Explora Secondary Schools' logo is displayed. The main content area features a large image of a keyboard with keys labeled 'Fiction', 'Photos', 'Fake News', and 'Hoax'. Overlaid on this image is a yellow box with the text 'Malinformation' and a definition: 'Malinformation is information that is true or derived from truth, but deliberately manipulated or presented out of context.' Below this, there is a section titled 'Discover popular topics' with several buttons: 'September 11th', 'Hawaii', 'Global Militaries', 'Green gentrification', 'Brexit Economical Impact', 'Fall Fashion Week', and 'Stephen Curry'. At the bottom, there is a section titled 'Explore topics' with ten topic cards: 'Arts and Music', 'Biographies', 'Geography', 'Health', 'History', 'Literature and Language Arts', 'Life Skills', 'Social Science', 'Sports and Recreation', and 'STEM'.

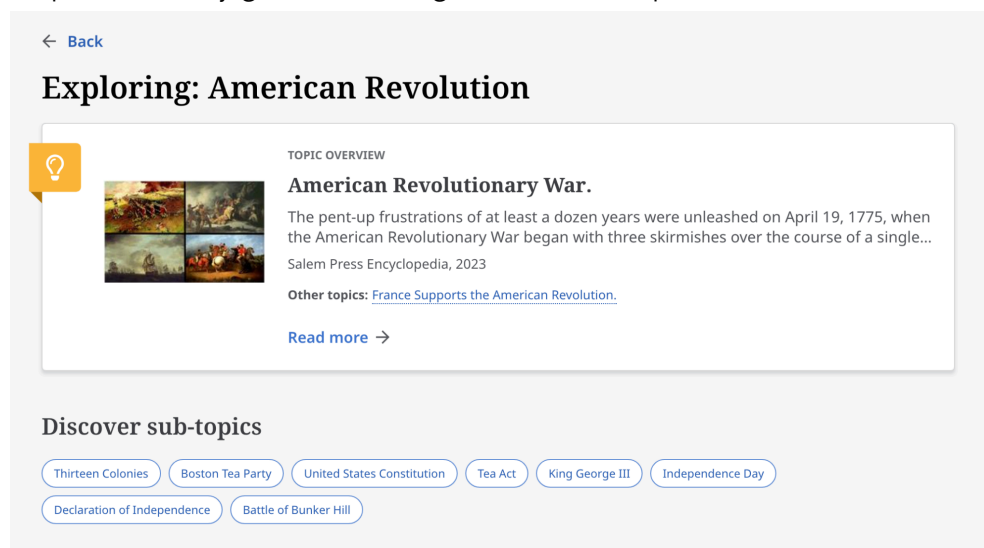
Once you select one of the topics, it will give you even more options. This is what it looks like when you select "History."



The same thing happens when you select the subsections. Here is what it looks like for "U.S. History."



If you select an option (example: American Revolution), there are multiple articles, including one at the top that usually gives a thorough, academic explanation of the content.



6. Finding resources on EBSCOhost:

7. Citing your resource(s): If you select the quotation mark icon on the right hand side, there are citation suggestions for each article. Both EBSCOhost and Explora offer these options.

***Sometimes the citations are not 100 percent correct, so always double-check before submitting your final paper.*

Research & Resources Pro-Tips!

Do:

- Choose trustworthy resources - using EBSCO helps you do so.
- Select books and journal articles before selecting website sources. Published books and studies/articles are the premiere resources, but websites often paraphrase or dilute information.
- When using websites, select those ending in .edu over .com or .org. Educational websites like these are more credible for research purposes.
- Check out books from the Boyd-Moline Library, your nearest public library, or through an eBook service.
- Cite all of your sources, even if you use them briefly.
- Visit the Writing Center/ Ask Miss Whitaker for help - email her at amandawhitaker@thefirstacademy.org

Don't:

- Use Wikipedia as a resource. These pages can be edited by anyone, reducing their credibility for research purposes.
- Use social media accounts, pop culture-based websites, or blogs as resources. These are not considered truly credible. For example, if you are doing your research paper on using plastic water bottles, you should use published books and journal articles found through databases, not Instagram accounts about environmental activism.
- Wait until the last minute - not every source you find will actually work for your paper.
- Rely on database citations or citation generators online - always double-check for accuracy.
- Get overwhelmed - we're all rooting for you and are here to help you succeed. :)