

University of Fort Lauderdale



Henry B. Fernandez Library Manual

A Student's Guide to Successful Research and Study

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University of Fort Lauderdale

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WELCOME

Welcome to the University of Fort Lauderdale! This guide is designed to acquaint you with our purpose, services, resources, and procedures, so that you may use our Library with ease and efficiency.

BACKGROUND

History

Drs. Henry and Carol Fernandez, senior pastors of The Faith Center, an internationally renowned ministry, founded University of Fort Lauderdale in 1995 as a non-denominational Christian institution. The commitment was to establish an institution of higher education in South Florida to access the world, advance Christian education and promote leadership in both secular and non-secular areas. Education was identified as the catalyst to prepare individuals to be responsive and effective to the call of God.

Mission Statement

University of Fort Lauderdale is an innovative Christian learning environment. The mission of University of Fort Lauderdale is to fully educate 21st century leaders to reach and restore the world for Christ.

University of Fort Lauderdale serves as an international, technological and innovative institution of higher education where God is first. The academic values are excellence, leadership, purpose-driven, partnerships, and faith in God.

Mission Statement

The mission of the University of Fort Lauderdale is to be a premier Christian institution of higher learning empowering future leaders through higher educational degrees rooted in Biblical principles and academic excellence, to influence the world intellectually, technologically, and through research.

Philosophy

The philosophy of University of Fort Lauderdale is that higher education is the catalyst to fully equip leaders to achieve the mission set forth. The belief is that excellence in education will bring about superior leaders and these achievers are essential to reach and restore the world for Christ.

The University defines higher education as the advancement of scholastic study, research, and professionalism that extends beyond secondary education. Academic goals at associate's, baccalaureate, masters or doctoral levels are designed to advance knowledge in general, specialized, and creative areas of study. It is the distinction, integration, and competence in these areas that distinguish the University.

The philosophy provides a fundamental basis to:

- Foster and direct quality towards excellence in ministry, leadership, business, and academia.
- Actualize academic goals for religious and non-religious courses without any compromise to the quality of content.
- Develop individuals to be responsive and effective to the call of God whether or not their professional discipline is concentrated in religious or non-religious areas.
- Rightly position individuals to make exceptional contributions to the profession of their choice.

- Provide essential knowledge and leadership that is highly valued and respected across language, race, gender, economic, religious, and geographic barriers.
- Serve as a vehicle to direct academic goals, whether in religious or non-religious courses, that will develop critical thinkers, exemplify leaders, and create competent professionals.
- Assure mastery in specific areas of knowledge that are in both religious and non-religious courses.
- Fulfill the responsibility to develop individuals in both religious and non-religious studies to assure that the gospel will go forth with integrity, power, and excellence.

Academic Purpose Statement

University of Fort Lauderdale is an innovative Christian learning environment. The mission of University of Fort Lauderdale is to educate, develop and focus individuals in the art of becoming accomplished 21st century leaders. University of Fort Lauderdale serves as an international, technological and innovative institution of higher education where God is first. The academic values are excellence, leadership, purpose-driven, partnerships, and faith in God.

Statement of Faith

The affirmation is that Scripture from the Old and New Testaments are the inspired, infallible and revealed Word of God. There is belief in the sinless life of our Lord and Savior Jesus Christ; His miracles; His vicarious and atoning death; His bodily resurrection; His bodily ascension into heaven; and His imminent return. Jesus is Lord over all things, and He is presently seated at the right hand of God the Father interceding for His redeemed. The Holy Spirit reveals the truth of God's Word and endues men and women with power to minister. University of Fort Lauderdale was founded and functions under these biblical truths:

- The Bible is the unique, invaluable, authoritative foundation, divinely inspired and written within all canonical books of the Old Testament and New Testament.
- The full historicity and perspicuity of the biblical record of primeval history, indulging the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse of the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- The Trinity is the triune Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

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- The Father is God, the first person of the Divine Trinity, is the infinite Spirit - sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.
- The Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.
- Redemption is the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- Salvation is personal, from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.
- The Holy Spirit is the third person of the Godhead who convicts, guides, teaches, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.
- Creation is the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan is the existence of a personal, malignant being who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.
- The Second Coming is the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

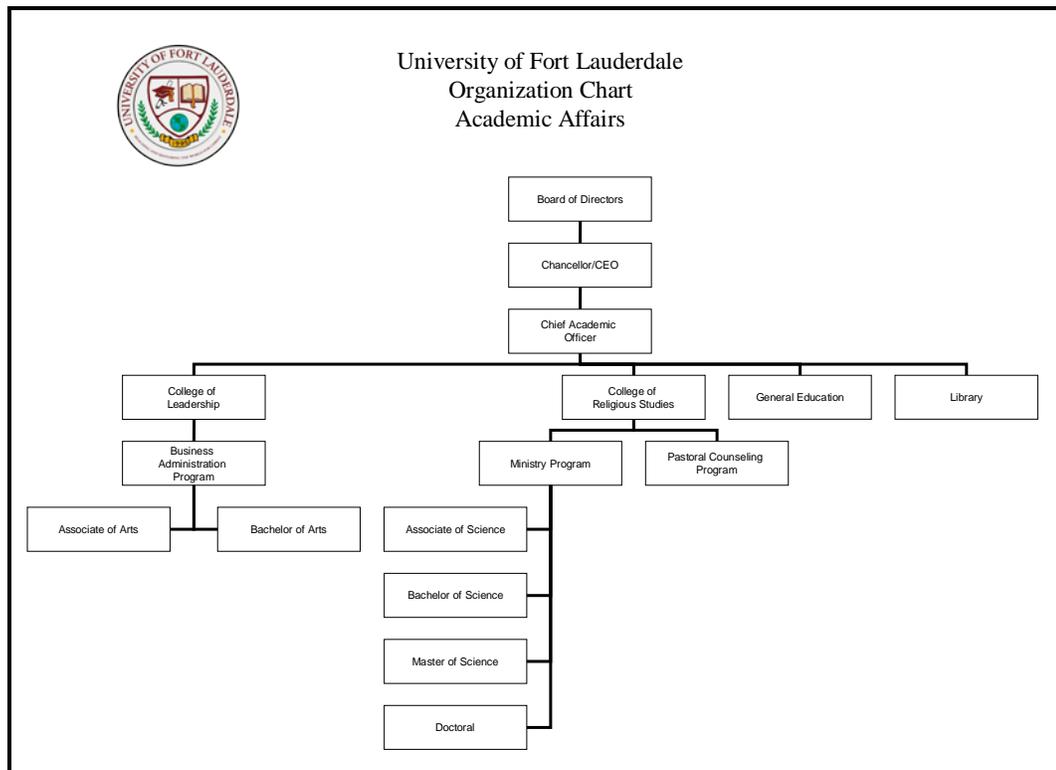
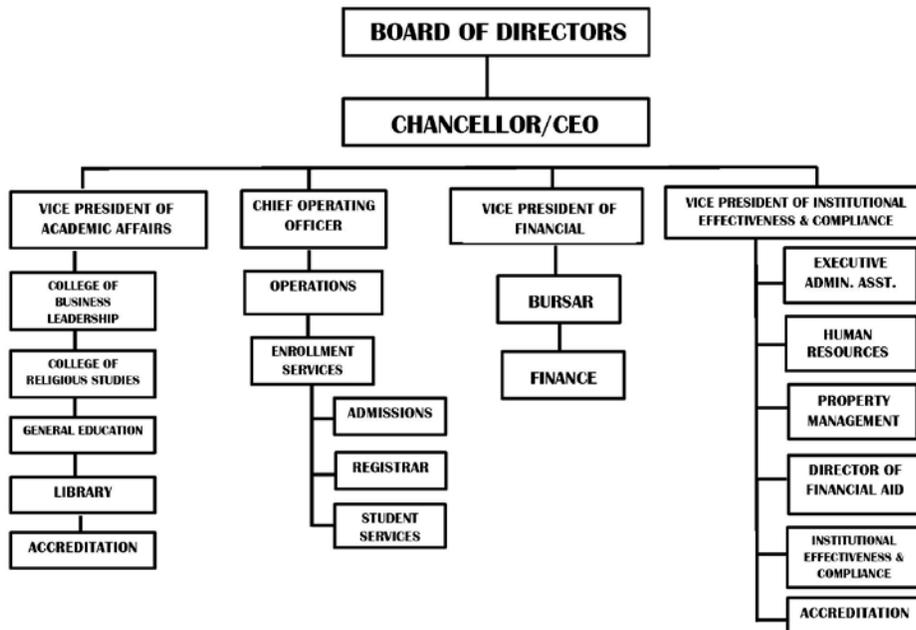
University of Fort Lauderdale was founded on these religious principles and serves as an educational vehicle to promote and advance Christian and secular education and learning.

Organization of the University

UFTL is organized as follows:

University of Fort Lauderdale

UNIVERSITY OF FORT LAUDERDALE ORGANIZATIONAL CHART



University of Fort Lauderdale

Students of the University of Fort Lauderdale may choose academic advancement from two colleges: the College of Business Leadership and the College of Religious Studies.

College of Business Leadership

Excellence in leadership cannot be genetically inherited. It must be nurtured through study, preparation, practice and participation. The College of Business Leadership exists to do just that: advance the education and building of leaders in the national and international marketplace.

The University's business professors bring the combination of education, real-life experience, and application of best business practices into the classroom. Students learn and apply real-world market concepts to help ensure their success in the 21st century marketplace.

The College of Business Leadership offers undergraduate majors in Business Administration and Accounting and a graduate major in Business Leadership.

College of Religious Studies

The College of Religious Studies exists to educate men and women to be ministers and pastors and to equip them for excellence in service to Christ in the strategic fields of Christian ministry. This is accomplished through an educational program and an environment of spiritual fellowship and relationship that emphasize unreserved commitment to the worship of God; submission to the authority of the Scriptures; a life of personal holiness; the mission of the local church; and the mission of penetrating the world with truth.

The College of Religious Studies offers undergraduate majors in Christian Education, Christian Counseling, Ministry and Theology. The College also offers two graduate majors in Ministry and Pastoral Counseling and a doctorate in Ministry.

College of Liberal Studies

Informed by the Christian tradition, the Bachelor of Arts in Liberal Studies at the University of Fort Lauderdale is the framework for our undergraduate education. It provides for the development of broad knowledge and abilities to prepare students to recognize and appreciate the wholeness of life. Students will develop skills important to the responsibilities of a well-educated person. The Bachelor of Arts in Liberal Studies provides students a foundation for life-long learning, responsible leadership in their communities, and meaningful service in the world.

Statement of Control

University of Fort Lauderdale is a privately held corporation incorporated in the State of Florida. University of Fort Lauderdale is managed and controlled by University of Fort Lauderdale's Board of Directors.

Board of Directors

Commissioner Margaret Bates

Mr. William Gary, Esq.
Dr. Henry Fernandez
Honorable Ilona Holmes, Chairperson
Dr. Patricia Morgan

State Licenses

The University of Fort Lauderdale is licensed by the Commission for Independent Education, Florida Department of Education to confer Associate of Arts and Science, Bachelor of Arts and Science, Master of Arts and Science and Doctoral degrees. Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

Accreditation

University of Fort Lauderdale is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category IV institution by the TRACS Accrediting Commission on November 7, 2011. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Facilities

The University of Fort Lauderdale is located in the City of Lauderhill and comprises 11,856 sq. ft. consisting of administrative offices, classrooms, chapel/lecture hall, and library. The campus is conveniently located near to several shopping malls and recreational areas. The University is in walking distances from a bus depot and city owned facilities such as community centers, swimming pools, parks, and golf and tennis courts.

Equal Opportunity Statement

The University of Fort Lauderdale is an equal access and equal opportunity institution and therefore, admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The University does not practice nor support discrimination against individuals regarding race, religion, color, national, and ethnic origin, or sex in administration of its educational policies, admission policies, employment policies, scholarship and loan programs. Moreover, University of Fort Lauderdale does not discriminate in admissions or access to or employment of persons with impaired vision, hearing, or physical mobility. University of Fort Lauderdale is an equal access and opportunity institution of higher education. The University does not permit any activities that may encourage or condone hazing, harassment, or discrimination.

I. GENERAL REGULATIONS AND CONDITIONS OF USE

The Henry B. Fernandez Library is provided to students as the primary means of finding access to materials for research. Therefore, there are certain regulations and conditions of use students are requested to adhere to while using resources in the library.

A. Regulations

1. Please maintain an atmosphere conducive to study, by being as quiet as possible. Please turn off ringer on your cell phone and set it on vibrate mode. You may conduct cell phone conversations outside of the library entrance.
2. Absolutely no food, drink, or water bottles are permitted in the library outside the student's bag or backpack. There is a snack area in the Student Center.
3. After browsing through books, DO NOT try to re-shelve them. Leave them on tables or on the check-out desk

B. Conditions of Use

1. The library is designed primarily for the use of the students, faculty, and alumni of University of Fort Lauderdale. Local students may not use the library hours.

II. LIBRARY SERVICES

A. Circulation Policies

1. *Availability of Collection:* The Library holds a collection of more than 6,000 books and print journals as well as e-books and electronic journals by way of the LIRN Network (The Library and Information Resources Network, Inc.).
2. *Limits of Availability:* While the majority of these resources are is available for check out, included in the library resources are some items that are not to be removed from the library premises, such as: the reference collection, periodical collection and antique books.
3. *Borrowing Material:* Students may check out any item not limited by library policy. Up to ten items may be checked out at one time with a limit of seven on any one subject.

4. *Due Dates and Late Fees:*

Type of Material	Loan Period	Renewals	Overdue Fines
Circulation Books	30 Days	1 (15 days)	\$.05 per day

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billing.

It is against UFTL policy to remove any materials from the library without checking them out first! Students who remove library materials without authorization will be subject to disciplinary action as deemed appropriate by the library administration. A stiff fine is usually imposed, but the nature of the infraction may lead to severer penalties.

5. *Returning Material:* Materials may be returned to the Circulation Desk and given personally to one of the library staff.
6. *Overdue, Lost or Damaged Materials:* Students are responsible for returning or renewing items by their due date. Students are assessed replacement charges when materials are damaged beyond repair, when materials are declared lost by the borrower, or when materials are presumed by the library to be lost. An item is presumed “lost” if it is more than 30 days overdue.

For each lost or damaged item, the borrower will be billed for the replacement cost of the item, , and a \$10 processing fee.

All library borrowers will be assessed a fee for repair of damaged materials they have checked out.

7. *Reference Books:* Reference books are those books intended by the library to be used only within the library. They may not be checked out for any reason. All reference books are to be checked out at the circulation desk even though they are used only in the library. All reference books must be returned to the circulation desk.
8. *Fines and overdue notices:* The library usually issues notices to students regarding fines and over due fees. However, these notices are sent as a courtesy and should not be considered a right of the student nor an excuse for non-payment or late returns.

B. Copy Services

1. *Photocopies:* The library provides self-serve photocopying for 10 cents per page

2. Copyright Compliance: Photocopying may not violate copyright law. For information on copyright law, see the following link:

<http://fairuse.stanford.edu/Copyright>

C. Computer Catalog

The Destiny Catalog contains more than 5,500 bibliographic records, The Catalog contains entries for all library materials which can be checked out. The Catalog is available for the students to locate research materials at any one of the library computers or online at ufl.follettdestiny.com

D. Library Tours & Instruction Sessions

Our information/circulation desk can assist students with research questions immediately. However, if you feel you need more help with using the library resources, you may schedule an individual or a small group Library tour by contacting the Head Librarian by phone, email, or in person. Seven days advance notice is requested. A librarian will

- Give you a tour of the Henry B. Fernandez Library
- Teach you how to find books and other documents
- Teach you how to access and utilize the LIRN Network
- Teach you research strategies that can help make the best use of your time.

III. LOCATING MATERIALS

When browsing the library or looking for a specific item, students must know where each type of item is located. If you have any difficulty in locating materials, a library staff person will be glad to assist you. This section will review the various material types and their location within the library.

A. Circulating Books

Books designated for circulation are to be found in the main part of the collection.

B. Current Periodicals

They are available in the front of the library next to the study tables.

C. Reference Books

These are located in the back of the library in the room designated Reference Room.

IV. COMPUTER ACCESS POLICIES AND PROCEDURES

The following section will review the policy created to facilitate the best use of available computing resources while promoting an atmosphere of learning consistent with the stated purpose of University of Fort Lauderdale.

A. Description of Computer Resource Center

The Computer Resource Center and the computer workstations are located in the rear of the library building and is available to all faculty, staff, and currently enrolled students of University of Fort Lauderdale. The Computer Resource Center and Library contain 4 computers each with word-processing programs and internet access. Library staff is available to provide basic help in the use of computers and software, and answer questions about this policy.

B. Time Limits on Usage

Computers are on a first-come first-served use, but at peak times, users will limit their time at the workstations to no more than two hours for writing papers or fifteen minutes for all other uses.

C. Hours of Operation

The Computer Resource Center opens with the library but always closes one-half hour before the rest of the library in the evening.

D. Acceptable Use

The following represents a guide to acceptable use of Computer Resource Center workstations and electronic resources. It is not intended to identify all acceptable uses, but to indicate those uses which are clearly consistent with the purposes of these resources in the Computer Resource Center.

1. Accessing online or web-based databases that the library has either purchased or for which the library has obtained site licenses.
2. Using CD-ROM resources purchased by the library.
3. Accessing the online catalogs of other libraries.
4. Accessing internet resources for research and the preparation of bibliographies, class papers, and presentations.

5. Writing papers or preparing presentations for classes.
6. Checking web based email and writing such email.
7. Use of telnet, ftp, and web browsers to search internet.
8. Questions as to what is or is not an acceptable use should be directed to the library staff. Library staff may at any time make a determination as to whether or not a particular use is or is not consistent with the purposes of the Computer Resource Center's Policy. Staff may issue warnings and temporarily suspend use privileges if unacceptable use occurs.

E. Unacceptable Use

The following list characterizes unacceptable use. It is not intended to identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of these resources at the library. Such is subject to consequences.

1. Behavior that is disruptive, abusive, or that obstructs others in their use of Computer Resource Center resources.
2. Use that extends beyond the Computer Resource Center closing time.
3. Attempts to fix or repair hardware and software problems.
4. Attaching devices to Computer Resource Center workstations.
5. Using unclean or unsafe floppy or zip disks as targets for downloading.
6. Deliberately altering any files or modifying the configuration of any library PC or peripheral.
7. Violations of the Computer Resource Center security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
8. Destruction or damage of equipment.
9. Removal of any part of the Computer Resource Center workstations.
10. Use of Computer Resource Center resources by minors or non-authorized persons.
11. Use of two or more Computer Resource Center workstations simultaneously.

12. Removal of any Computer Resource Center resources without permission

F. User Responsibilities

By using the Computer equipment and/or its resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in your use of the available resources. You are responsible:

1. To HONOR OUR LORD JESUS CHRIST in your computer usage.
2. For reading and complying with all computing policies and regulations.
3. For using Computer Resource Center resources only for their intended applications.
4. For displaying your ID upon request, as evidence of your qualification to use Computer Resource Center resources.
5. For following the instructions and directives of library staff.
6. For developing research skills that will enable you to continue your research during unanticipated system malfunctions, equipment failure, and peak usage times.
7. When using the Computer Resource Center, to follow its specific policies, as well as all applicable Library regulations, including rules on closing times and the prohibition of open food and beverages.
8. For saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.

G. Consequences of Misuse

Misuse of the Computer Resource Center workstations and electronic resources may result in one or more of the following consequences.

1. Oral warnings to the misuser.
2. A suspension or restriction of Computer Resource Center privileges and/or Library privileges and/or database use privileges.
3. A revocation of Computer Resource Center privileges.

H. Warnings

1. The Computer Resource Center is not responsible for the theft of personal laptop computers and other devices, personal property loss or damage, or the loss or corruption of data contained on personal computer disks.
2. The University of Fort Lauderdale reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources. The university may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed with or without notice or the permission of the user.
3. The University of Fort Lauderdale reserves the right to change this policy at any time without advance notice, to install software to enforce this policy, and suspend Computer Resource Center privileges.

V. REFERENCE HELP

The library has made every effort to provide students with ample support in their research needs. This section will review the various avenues of help that have been provided.

A. Personal Assistance

1. Staff Availability: Students can receive personal help with any questions from a Library staff member in person, by letter, phone, or email. If requests for personal assistance are made during non-business hours, they will be met during the following business day. The normal schedule is as follows:

Monday:	5:00 PM	to	10:00 PM
Tuesday:	5:00 PM	to	10:00 PM
Thursday:	5:00 PM	to	10:00 PM
Friday:	5:00 PM	to	10:00 PM
2. Telephone Assistance: Students can receive support by calling the library at 954-486-7728 (ext.406) during library hours.

VI. EXTERNAL LIBRARY RESOURCES

In addition to resources owned by the library, several other resources are provided to aid with research. Please note again that these are external to the library and, as such, may not be in accord with doctrinal statements. However, many of these links provide excellent material, and should be taken full advantage of. This section will review these resources.

A. Libraries

1. Nova Southeastern University-Alvin Sherman Library, Research, and Information Technology Center is a unique multi-use facility serving the students, faculty, and staff of The University of Fort-Lauderdale as well as the NSU students, faculty, and staff and the residents of Broward County. Thanks to an agreement between the University of Fort Lauderdale and the Alvin Sherman Library, the library offers traditional public library services as well as the full academic resources of one of the nation's major independent universities. Students must present their Alvin Sherman Library card to have full access to its facilities.
2. Knox Theological Seminary has an agreement with University of Fort Lauderdale for the students, faculty and staff to use their facilities for additional research and resource.

VII. LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

This section will review the classification system utilized by the Henry B. Fernandez Library.

A. Arrangement of Circulation Material

Most of the Henry B. Fernandez Library collection is arranged according to the *Library of Congress Classification System*. Letters from A through Z are used. W, X, and Y are not currently used. These are reserved for future expansion of the system; I and O are not used for clarity's sake. The majority of the collection is filed under *Religion* and is to found in sections B through BX. The Circulating Book Collection and the Reference Book Collection are arranged according to the Library of Congress System.