General Policy and Procedures for Libraries Transferring a Last Serial Copy for Inclusion in the FLARE Collection

Approved by CSUL on December 7, 2015

Last Serial Copy Policy:

1. This policy acknowledges the value of retaining at least one copy of each unique serial in the state as part of a preservation program.
2. This policy supports the preservation of unique serials held in Florida academic libraries.
3. All academic libraries in Florida are granted the right to deposit last copies of serials being withdrawn from their collections in FLARE for preservation.

Under the Last Serial Copy policy, the following general procedures apply:

4. In the normal course of withdrawing serial material, libraries are encouraged to make a determination if the copy to be withdrawn is the last copy held by an academic library in Florida by checking WorldCat. If the title is the last copy, these materials should be sent to FLARE.

5. Each shipment should be accompanied by completion of the Last Serial Copy Donation Letter, located at the bottom of these guidelines, acknowledging transfer of ownership to FLARE, which is operated by the University of Florida on behalf of academic libraries in Florida.

3. It is the responsibility of the library transferring the material to FLARE to update its own ILS and OCLC holdings.

4. Titles donated to FLARE may still count as volumes in your general volume count. Determination of the best method for capturing that information is the responsibility of the donating library.

5. Please send the volume(s) to:

Interim Library Facility

c/o Last copy in FLARE program

4040 NE 49th Ave

Gainesville, FL 32609