General Procedures for non-SUS Libraries Transferring a Last Monograph Copy
For Inclusion in FLARE Collection

June 6, 2013

Under the Last Monograph Copy policy for inclusion in FLARE collection, as approved by CSUL on March 7, 2013, the following general procedures apply:

1) In the normal course of withdrawing monographic material, libraries are encouraged to make a determination if the copy to be withdrawn is the last copy held by an academic library in Florida by checking WorldCat.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.

2) A paper flag should be inserted into the volume that states "Last copy in Florida". Please include the OCLC # and the name of the contributing academic library. Each shipment should be accompanied by completion of the online form available at http://csul.net/node/774, 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 to:

Interim Library Facility
c/o Last copy in FLARE program
4040 NE 49th Ave
Gainesville, FL 32609