

The Statewide Storage Task Force (SSTF) is responsible for developing policies and procedures for a Harvard model high density storage facility (HDF) and the shared collection of low use materials from Florida academic libraries that it will house. Construction planning for the HDF is well under way to be shovel-ready in order to seek state funding in the 2013 legislative session. In light of members' immediate needs for offsite storage of low use materials, the interim solution is leased warehouse space, phase 1 of which will be available in July 2012 with phase 2 following in October 2012. Given these initiatives, a representative group needs to continue its advisory and oversight role of the shared print collection, now named FLorida Academic REpository (FLARE).

Short term tasks with a target completion date of July 1st:

None

Long Term Projects:

1. Continue SSTF's advisory role in development and revision, as needed, of policies and procedures for FLARE and its physical housing, initially in interim storage and eventually in the HDF.

To date the approved policies and procedures have not been implemented for a shared collection and therefore not validated in actual practice. Some modifications or additions may be necessary. In addition, the following are in development and will not be finalized before June 30, 2012:

- Policy for Last Copy of a Monograph in Florida;
- Procedure to assure that monographic series meet FLARE's established single copy policy. (Monographic series may be classed together or separately according to each library's local practice, increasing the risk of duplicate submissions to FLARE.)

2. Act as consultants and testers for continued development of the journal management software designed to support the print archiving initiative by tracking journals identified for retention in FLARE and ASERL distributed print journal archiving project. This journal tracking software will include gap identification and facilitate filling gaps. Five SUS Libraries (UF, FIU, FSU, UCF, and USF) and the University of Miami are ASERL members, so FLARE holdings will serve academic libraries in Florida and elsewhere in the southeast.

The prototype will be demonstrated during the July 9th SSTF meeting and the requirements document will be refined based on the feedback received. The requirements document was discussed with ASERL representatives in early May and the software will be demonstrated to the ASERL steering committee in July to obtain their feedback as well.

3. Evaluate MARC 583 field metadata creation guidelines resulting from OCLC's recent Print Archives Disclosure Pilot for applicability to FLARE. If warranted, develop an implementation plan, including automation of insertion of the field tags by Florida Virtual Campus (FVC).

(Note: There are repeatable MARC 583 fields for 'commitment to retain', 'condition reviewed' and 'completeness reviewed'.)

4. In conjunction with FVC, facilitate the discovery and resource sharing of FLARE materials both within the Aleph shared bibliographic environment and between Aleph and other systems used by FLARE partners.

5. Identify and recommend solutions for streamlined and efficient data management, sharing, and workflows where multiple platforms include similar or overlapping information, e.g. Aleph, OCLC, AIM inventory software for HDF facilities, and the journal management software in development.

Action plan projects that can be dropped:

The SSTF does not have an action plan and there are no projects to drop.

Current SSTF membership includes:

- Representatives from each of the SUS libraries and the University of Miami
- One representative each for Independent Colleges and Universities of Florida (ICUF), Florida College System (FCS), health sciences library community, and law library community
- Florida Center for Library Automation/Florida Virtual Campus staff