

Guidelines for Organization and Operation of Components of The Florida Electronic Library

Establishment of the Components of the Florida Electronic Library

The Florida Electronic Library is a program offering Web based library services for all Florida residents. The program is currently funded under the Library Services and Technology Act (LSTA), and administered by the State Library and Archives of Florida. The program is planned and implemented in cooperation with libraries throughout Florida and is guided by the Florida Library Network Council, an advisory body representing pivotal agencies in Florida's library networking community.

The implementation of the Florida Electronic Library is guided by a Plan that was developed by the Florida Library Network Council and adopted in July, 2002. The Plan describes the Florida Electronic Library in terms of an array of component parts.

Components of the Florida Electronic Library (FEL) make up the products and services as defined within the Florida Electronic Library Plan, endorsed by Florida Library Network Council (FLNC) and supported by the State Librarian of Florida.

Recognized components as endorsed by the FLNC and the State Librarian of Florida as of February 19, 2004, include:

- Statewide licensed databases
- Florida virtual union catalog of library holdings
- Florida library portal
- Florida digital content
- Virtual Reference (Ask a Librarian)
- Statewide interlibrary loan program and courier service
- Statewide virtual library borrowers card

Organization and Administration of Components within the Florida Electronic Library

FEL components are organized as:

- Programs or projects operated by, or under contract with, the State Library and Archives of Florida;
- State Library grant funded projects or programs administered by a library related entity;
- Defined participation or documented collaborative partnership by library related entities within a specified FEL component without associated FEL related funding; or
- A combination of the above.

FEL components are administered according to:

- ❑ Policies and procedures formulated and adopted by the State Librarian of Florida in consultation with State Library and Archives staff, various advisory councils, strategic partners and the library community;
- ❑ Documents within a grant, service agreement, or grant related material on file with the State Library and Archives of Florida; or
- ❑ Documents approved by the State Library and Archives of Florida that define specific entity participation in components of the FEL.

FEL components shall each have a single point of contact that will be the Executive Director of the FEL or an appointee of the Executive Director with the concurrence of the State Librarian of Florida. This single point of contact will:

- ❑ Serve as the overall coordinator of that particular component;
- ❑ Provide for reporting the status of that particular component as appropriate;
- ❑ Ensure representation of participating stakeholders in working groups, advisory processes, and relevant activity of that particular component; and
- ❑ Establish, with the concurrence of the FLNC and the State Librarian of Florida guidelines and best practices for a particular component.