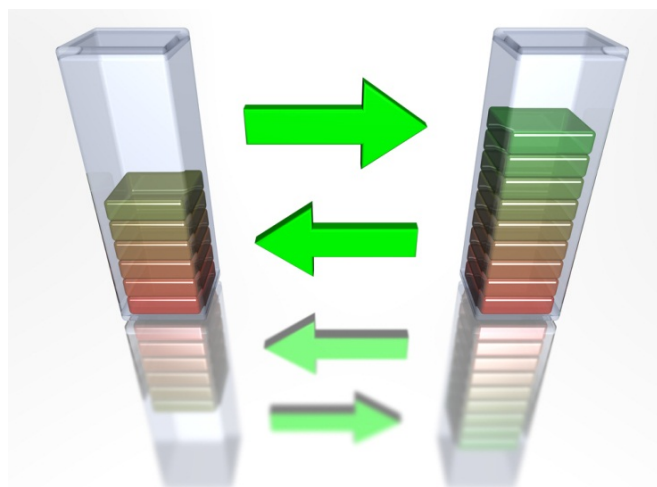## SHELF Project Overview

The SHELF Project is a union catalog of locally recorded titles combined with a file hosting service and download tracking system. As soon as a library submits a new recording into the system, the cataloging record is propagated to all other participating libraries. This allows each library's readers to find materials using their local catalog.

Once a reader finds a title of interest, the SHELF Project provides the files for download. The files are secured and "one time use" URLs are utilized so only authorized users can access the content and to ensure the accuracy of the usage statistics.

The SHELF database tracks circulation and usage statistics, and then provides that data to your library in a format that can be loaded into your automation system. This allows a reader's downloads to be tracked locally as "HasHad" records—helping to improve reader services.

SHELF Project Requirements

To participate in the SHELF Project, your library must meet the following requirements:

1. The recordings provided by your library must comply with Copyright law. Therefore, the content must be either:

    a. Encoded in the NLS format for DTB, in a zipped format (i.e. like the files available from NLS BARD)
    -or-

    b. Content your library owns copyright to distribute freely—in which case, recordings can be provided in any format.

    It is expected that most files will be provided as zipped DTB's

2. Your library provides the SHELF Project database with basic reader data for every active patron. This data will only be used to authenticate users and provide for circulation transactions.

3. Your library provides basic bibliographic cataloging and the final recording files for any recordings to be shared among the participating libraries. This cataloging information will then be shared with all participating libraries, including crediting your library with producing the recording.

4. Keystone Systems will provide your library staff with training and support on using the SHELF Project. It will be the library's responsibility to support your readers.

SHELF Project Pricing

To encourage the greatest participation from readers, all users of participating libraries have full access to download files. There is no option to selectively enroll individuals or selective groups of readers.

Pricing for participation in the SHELF Project is based on the number of active patrons reported in the most recently published NLS survey of libraries (Library Resources for the Blind and Physically Handicapped).

Number of Readers	Annual Cost
0 – 2,500	$2,000
2,501 – 5,000	$3,500
5,001 – 8,000	$5,000
8,001 – 12,000	$6,500
12,000 +	$8,000

Contact information

To get additional information on the SHELF Project, please contact:

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