



GEORGIAN COURT UNIVERSITY

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ILL Policy Proposal/Justification- The New Standards

Here is a listing of new standards to be put in place regarding Interlibrary Loan Policy. If we get all libraries in the state of New Jersey to follow these new standards, we would have a much easier more cost effective way of sending and receiving Interlibrary Loans.

Standard File Type Used:

- The Standard File Type to be used will be the PDF format since it is the most widely used secure document type available.

Sending & Receiving Documents:

- For sending and receiving, ARIEL used IP addresses. This brings about some major security issues since a port has to be open in order to send and receive documents. If a port gets blocked, the file is never received.
- With new standards in place, document delivery will no longer be done through IP addresses, but through emails. Each library should create an email account reserved specifically for the sending and receiving of ILL's.

Example: illrequest@georgian.edu

- When sending out a document, a standard cover letter should be attached to the email detailing what organization or library the document is being sent from, and instructions on how to open the document. (See Example).
- Senders should always request a receipt from the recipient confirming they have received the document.
- Senders should limit .pdf document size to 10 Mb.

Document Storage:

- Documents should be stored on a server or designated hard drive for a predetermined amount of time.

Example: 2 weeks

Software Cost:

- ARIEL can cost as much as \$1300 for the full version of the program. A compatible scanner can go for around \$600.
- Software for creating secure pdf files can be purchased for as little as \$20 and is compatible with just about any scanner on the market today.

Here is a listing of pdf creation software that is available:

Note: Please check the software package that came with your scanner first before purchasing additional pdf software, as it may contain software or built in features to create pdf documents already.

- Adobe Acrobat Reader Professional- <http://www.adobe.com/>
- Easy Pdf Converter- <http://www.sowedoo.com/us2/converter.htm>
- Image2PDF- <http://www.verypdf.com/tif2pdf/tif2pdf.htm>
- Nitro PDF Professional-
<http://www.nitropdf.com/professional/compared.htm>
- PDF Tools- http://www.docu-track.com/home/prod_user/

The programs listed are just a few of the many pdf converters on the market today. Adobe Acrobat Reader Professional is the current standard in the market and is most recommended, however it is also one of the more costly pdf converters on the market. For document delivery, we only need to be able to create a secure pdf file, which all of these programs will do. Each piece of software comes with its own special features, some of the more expensive pieces of software will let you edit or make changes to the pdf files.

Scanner Requirements:

- With ARIEL you are required to use specific scanners which can be quite pricy and sometimes unaffordable for customers since there is limited compatibility with this program.
- With the new standards in place, libraries no longer have to worry about compatibility issues. Any scanner will work just as long as it can scan a good quality image into the computer.

Note: Any scanner that can scan an image in at a resolution of 300DPI will be sufficient.

If you have any questions or suggestions please contact **Jeffrey C. Donnelly** at donnellyj@georgian.edu or **Linda Silverstein** at lsilvers@monmouth.edu



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