

FIND IT! ILLINOIS

EDI Depositor

JULY 2007

Jesse White • Secretary of State & State Librarian

EDI Depositor Training update

The next training on electronic document depositing is:

Thursday, July 12 and August 8
Illinois State Library, Springfield
5th-Floor Training Room

Training is on a first-come, first-served basis for the limited seating. If you know anyone who would benefit from the training, please refer them to the Continuous Learning Opportunities site at finditillinois.org to register for a training session. **If the person who makes deposits for your agency is changing, the new person with the responsibility needs to be trained.**

Training outside of Springfield may be arranged by contacting Connie Frankenfeld at 217-782-5432 or cfrankenfeld@ilsos.net.

Use of training account encouraged

When you were trained on depositing state documents you used a training account so mistakes would not go into the permanent depository. The system now has two upload facilities so the files uploaded in a training account are automatically filtered out. The upload screen for the training accounts now has large red lettering announcing that the uploaded files will be discarded. Practice as much as you like with your training account. Use the login "train" and the password "outreach."

Printed by authority of the State of Illinois. July 2007

Web statistics from IGI

The Illinois State Library spiders your agency's Web site and indexes the content for the Illinois Government Information search engine at finditillinois.org. In conjunction with this activity, some statistics are generated that may be of interest you.

Visit <http://history.lis.uiuc.edu/~cep/webmaster/HYdata/IL/index.html> to access a graph showing the size of your Web site over time and a chart of the current file types, amount of metadata present and size by bytes, files and directories.

Note: If your site uses javascript, shockwave, flash or executable files, search engines will have difficulty with your site. The site also will not be compliant with federal 508 regulations unless you offer alternative access to the information.

GSLIS Document Reports

Please DO NOT reply to a GSLIS Document Report. During training, corrections to be made on deposited metadata in the depository was covered. Any time you need something to be edited, please print the metadata record from your account, mark the changes and send the marked record to the address below. Please use the same contact information for any questions or concerns so that they can be dealt with quickly. Thank you very much for your cooperation.

We Are Your Library

The Illinois State Library is the library for state government employees and elected officials. For assistance with your information needs, please contact:

Ask?Away virtual reference and other online services at
finditillinois.org
or
Reference Desk: 217-782-7596



Please send questions and concerns to:
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