



EDI Depositor

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Jesse White, Secretary of State and State Librarian

EDI Good News!

Log on to <http://iledi.org> and see how EDI is growing! Thank you to everyone who has attended training sessions and is now submitting electronic copies of your agencies' documents to the [Electronic Documents Initiative](#). There is a lot of good news to report:

- Google brings up [EDI](#) pages **first** when a search is conducted for "electronic documents initiative."
- [EDI](#) is linked to library databases everywhere through [Open WorldCat](#).
- More than 1,000 documents are available via [EDI](#).
- [EDI](#) now gives access to materials no longer available on the original Web site.
- More than 25 agencies, boards and commissions have contributed metadata and electronic documents to [EDI](#).

Thank you! The Illinois State Library is thrilled to receive your contributions!

Training November 14th

A **November 14th** training date has been scheduled to learn how to deposit documents in EDI. If you know of anyone who should be trained to

deposit state electronic documents, please refer them to <http://finditillinois.org> and [Online Learning](#) to find [CleO](#) and register for a training session. The session will be held at the Illinois State Library in Springfield.

Descriptions & Subjects

The easy way to write descriptions for individual issues

Clearly, much less time and trouble is required to use the same description for all issues of a publication. Why does the State Library insist that descriptions be written for each issue?

Imagine you are a user looking for information on the Vermillion River. Would you like to get a results list with 20 entries that all mention Illinois rivers?

It's important to be specific, but it doesn't need to be difficult. Keep a general description in a template for each title. Then, when depositing an issue, look for a list of highlighted articles on the cover, a table of contents or an abstract that summarizes the specific issue. You can simply copy and paste the information into the

description field of the Metadata Generator for users to read when selecting material from a results list.

New Subjects & Agencies

Subject Choices Created

Subject selections have been added to the **Metadata Generator** in the areas of Agriculture and food production; Business and industry; Education; Federal government; Government finance and taxes; Health and medicine; Information management and resources; Laws and regulations; Natural resources and the environment; Public safety and consumer protection; Social issues and programs; State government; and Voting and elections. If you use those main subject headings, please check to see if some of the new subjects should be added to your templates or might be appropriate for your next deposits.

If you believe that your documents need other subject headings, please contact:

Connie Frankenfeld
cfrankenfeld@ilsos.net

Agency Names Added

From time to time, Issuing Agency names are added to the **Metadata Generator**. Additions are necessary because an agency changes its name, or an agency that hasn't deposited for some time is ready to make an electronic deposit. Recent additions include:

Illinois Workers' Compensation Commission
Illinois 4-H Program
University of Illinois Extension

Please remember that the Issuing Agency must match the agency name on the publication. If you need an agency name added, please email:

islcat@ilsos.net

ISL Services for State Government Employees

Help is available for all of your information needs.

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

Additionally, many of our licensed databases are available to you via remote access at your office and home; all you need is an Illinois State Library card.

Here are some links for your convenience:

- **Find-It! Illinois**, ISL online services with online reference through **Ask Away**: <http://finditillinois.org>
- **Library card application** for state employees and elected officials: http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/regular_card_application.pdf
- Where to send the completed application: http://www.cyberdriveillinois.com/departments/library/who_we_are/operations.html
- Chart of **ISL services for state employees**: <http://www.cyberdriveillinois.com/>

[publications/pdf_publications/lda113.pdf](#)

- **Remote access** to many of the ISL databases.

[http://www.cyberdriveillinois.com/departments/library/what we have/gateway/remote.html](http://www.cyberdriveillinois.com/departments/library/what_we_have/gateway/remote.html)

- **Library services at a glance:**

[http://www.cyberdriveillinois.com/departments/library/what we have/sevicesglance.html](http://www.cyberdriveillinois.com/departments/library/what_we_have/sevicesglance.html)

Through the Illinois State Library, you have access to millions of items in libraries worldwide. The material you need can be sent to you at your office. If you're in Springfield, you may also pick up the materials at our building at 300 S. Second Street.

Please send questions and concerns to:

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