



EDI Depositor

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Jesse White, Secretary of State and State Librarian

Clean Data

Scrubbing data is a difficult and time-consuming process. Please help us start with clean data and maintain that practice. It's fairly simple. When you create a metadata record, put data in its designated field. If it's in the correct field it can be found, maintained and used.

If you have questions on what belongs where, consult the [Overview](#) found in the Help Pages of the Metadata Generator, OR click on the blue question mark at the end of the descriptor of the field you're entering. This will open a description of the field in a new window.

Agency Program

Section 1 Field N in the Metadata Record

What is an agency program? A program or project is supported and promoted by an agency, frequently as a public service. Most of the time, it is not an administrative unit in an organization. Examples include:

[Bright Star](#) sponsored by the Treasurer's Office.

[Circuit Breaker](#) sponsored by the Dept. of Aging

[Find-It! Illinois](#) sponsored by the Illinois State Library.

[Keep Cool Illinois](#) sponsored by the Governor's Office.

If a document is issued in conjunction with a program, enter the name here. This field is not keyword indexed, nor is it included in the browse list by Issuing Agency in iledi.org. If you want a future user to be able to retrieve this document by program name, enter the name of the program in keywords, Section 1. B.

Another Source of Information

Section 1 Field O in the Metadata Record

You can create a link in your metadata record to other sources of information on the same topic. You may choose to link to your home page or a section of your Web site.

For instance, if you are depositing a document from the Illinois State Board of Education you can enter ISBE's home page. Another use is to reference documents on another state Web site related to information on your site.

The link to related information displays directly below the name of the issuing

agency on the metadata screen in the depository. Example:

Issuing Agency

Illinois State Board of Education (1973-)

Related Materials: <http://www.isbs.net>

Only enter addresses that will be accessible for the long term. These links will stay active in the depository as long as your document is stored in the depository. The depository is designed to provide access to your document when it's no longer available on your website. This field is designed to provide additional information on the same topic. You shouldn't enter the address of the document you are depositing. You're limited to entering one address per metadata record.

Remember ...

If you have questions, please contact:

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