

# FIND IT! ILLINOIS

## EDI Depositor

SEPTEMBER 2007

Jesse White • Secretary of State & State Librarian

### EDI Depositor Training — Sept. 18

9-11:30 a.m.  
Illinois State Library  
5th-floor training room

Because of limited seating, training is on a first-come, first-served basis. If you know someone who should be trained to deposit state electronic documents, please refer him or her to the **Continuous Learning Opportunities** site at [finditillinois.org](http://finditillinois.org) to register.

For information on training outside of Springfield, please contact Connie Frankenfeld at 217-782-5432 or [cfrankenfeld@ilsos.net](mailto:cfrankenfeld@ilsos.net).

### Benefits of Depositing in EDI

Following are some benefits of depositing your agency's publications and documents with the State Library's Electronic Documents Initiative:

- The Illinois State Library is charged with preserving electronic state publications. Individual agencies are not responsible for the resource-intensive system of digital preservation.
- Access to State of Illinois electronic publications in one interface for everyone to locate.
- EDI has an ADA compliant interface.
- Publications will be readily available to your agency's staff and customers.

### Key Words

When entering key words to reference your documents, please be generous. Your constituents depend on your entries in the metadata generator to access your publications. Consider what people might enter in a search box when looking for information in a specific publication. Please note that the first page or so of each publication is word-searchable; therefore, words in that section do not need to appear in the metadata.

When choosing key words, consider the following:

- **Acronyms** — Do people refer to your agency, program or publication by initials or an acronym? If so, include it in the key word field.
- **Headings** — Topic indicators that do not appear in the first page of a document should be included in key word entries.
- **Jargon** — Terms commonly used when discussing the topic of a publication are important to enter.
- **Common misspellings** — People misspell or mistype words every day, so they also will make errors when entering words into the search interface. Key words are not displayed to the public, so no one will think that your agency made the misspelling.
- **Synonyms** — These may be the most difficult to identify but are very important. Take the viewpoint of the searcher and enter the words you might use to find the publication. If possible, ask your public information personnel what words people use to request the information and enter those terms.

### 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](http://finditillinois.org)

or

**Reference Desk: 217-782-7596**



Please send questions and concerns to:  
Connie Frankenfeld, Digital Programs Librarian  
Library Automation & Technology  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St. • Springfield, IL 62701-1796  
217-782-5432 • [cfrankenfeld@ilsos.net](mailto:cfrankenfeld@ilsos.net)