



# Illinois Documents

July 2006

Jesse White, Secretary of State and State Librarian

---

## Electronic Documents Initiative (EDI)

---

Content in the [Electronic Documents Initiative \(www.iledi.org\)](http://www.iledi.org) continues to grow. Based on information provided in agency-supplied metadata, EDI users can browse documents by subject, publisher (issuing agency), and title. Users may also search by keywords using a Web site search. Documents in the EDI Depository are available through all web-based search engines.

Agencies are required to submit electronic copies of all public documents, both those distributed in a tangible format like print or CD and those “born” digital, according to [Title 23, Part 3020.110 of the Administrative Code](#). The Illinois State Library will maintain the servers and provide long-term accessibility for the documents. As agencies remove access to older documents from their Web sites, the documents will still be accessible via the depository.

Agencies are required to submit metadata with each electronic document. The Illinois State Library’s new Metadata Generator, which requires a login and password, provides an easy “fill in the blank” format for

creating that metadata, and then uploading documents to the depository. Attendance at training is required to receive a login.

The EDI Depository and the revised Metadata Generator were developed by the Illinois State Library in conjunction with the Graduate School of Library and Information Science at the University of Illinois at Urbana-Champaign. EDI was developed with the assistance of funds provided by the federal Institute of Museum and Library Services.

---

## Electronic Documents Initiative

### *Depositor Training in July!*

---

Using the Metadata Generator is not difficult, but you will need a one-time training session to get started. The Illinois State Library will issue passwords only to persons who attend training.

Training is on a first-come, first-served basis, and there is limited seating. Training in July will be held on [Wednesday, July 5, Friday, July 14, Monday, July 17, and Tuesday, July 25](#) in Room 502 of the Illinois State Library, 300 South Second Street, Springfield.

The morning session (9:30-Noon) will detail how to use the Metadata Generator and submit documents to the depository. If you choose to attend the afternoon work session (1-4 pm), you will be able to practice using the Metadata Generator and depositing your agency's documents, with a trainer present to answer your questions. Attendance at the afternoon session is not required, and you need only stay until you feel comfortable using the various features of the Metadata Generator.

**Please register online using the Illinois State Library's Continuous Learning Opportunities Web site (CLEO) ([www.islcleo.org](http://www.islcleo.org)).** For information, please contact [Anne Wendler](mailto:awendler@insightbb.com) with the Illinois State Library by calling 217-417-0495, or send email to [awendler@insightbb.com](mailto:awendler@insightbb.com).

Anne Wendler is available to bring training sessions directly to your agency. If you have several staff members you would like trained, and a group of PCs with Internet access that trainees can use simultaneously, please contact Anne to set up a customized training session.

---

## Citizen Input and Your Web Site

---

Opening your agency's Web site to citizen input may sound like a way to enhance public service, but it is vitally important to moderate the content before posting it on your Web site.

Comments that are not moderated can be the source of links to unsavory sites your agency would not choose to host. Moderating citizen input allows you to screen content before posting it on your Web site.

---

## Find-It! Illinois Resources for Illinois Agencies

---

[Find-It! Illinois](#) is the portal to electronic services provided by the Illinois State Library. It includes a link, [Resources for Illinois Agencies](#), where State of Illinois webmasters and Public Information Officers can find information regarding the use of metadata, Illinois Government Information (IGI), and the Electronic Documents Initiative (EDI). Back issues of this newsletter are also available.

---

## Remember ...

---

If someone else in your office would like to subscribe to this newsletter, or you have questions, please contact:

[Anne Wendler, Outreach Coordinator](mailto:awendler@insightbb.com)  
Electronic Documents Initiative  
217-417-0495  
[awendler@insightbb.com](mailto:awendler@insightbb.com)

---

Partially funded by grant funds from the Institute of Museum and Library Services.

