



EDI Depositor

April 2007

Jesse White, Secretary of State and State Librarian

Upcoming EDI Depositor Training

Training on electronic document depositing is scheduled for the morning of Monday, **April 9th** and Thursday, **May 17th** in **Springfield** at the **Illinois State Library** 5th floor training room. There is limited seating. Training is on a first-come first-served basis.

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** to register for a training session. **If the person who makes deposits is changing, the new person with the responsibility needs to be trained.**

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Description Take a User Point of View

The description field is very important to the end-user of state online publications. This field tells the story of

the document. The user will select files to open from search results based on the description.

Take and look at your document through the users' eyes. What is it? Is it a newsletter, brochure, fact sheet, chart, poster, ruling or booklet? Start the description with a category, if possible.

Please remember to put as much useful information as possible in the field, without making it too long. Copy and paste the table of contents, paragraph headings and/or a few key sentences from the first paragraph of the introduction or abstract. For example, this is the April 2007 newsletter with information on EDI training, tips to make better metadata records easier, agency archiving responsibilities and Illinois State Library resources -- not just a newsletter.

More on PDF

Do you know how easy it is to copy and paste in a PDF file? You can't use the keystrokes that you use in MSWord, but the process is not difficult.

1. With the PDF file open, click on **Select** on the top navigation bar.

2. Click and drag with your mouse to highlight the words you wish to copy.
3. Click on the **copy** button on the navigation bar. It looks like two sheets of typing paper slightly overlapping.
4. Go to the **metadata generator** and place your cursor where you want to paste the text.
5. Paste as you would in MSWord.

Occasionally, you will find a PDF file that is an image of text that will allow you to copy part of the picture, but not as text. This is the exception, and it forces you to re-key. Usually, the above process will work and save you time.

Archiving Responsibilities

By law, each agency is responsible for retaining records as spelled out in the **Illinois Administrative Code**. Depositing publications into EDI does not fulfill those responsibilities. Under the State Records Act, each state agency is required to have a records officer who files an Application for Authority to Dispose of State Records with the State Records Commission before discarding any records.

If you have questions concerning records retention, please contact the **Illinois State Archives**. To schedule an appointment with a field representative of the Archives, call 785-7285 or 782-1081.

Boards and Commissions

Board minutes must be kept permanently and may be required to be kept at the Archives for permanent storage. **Board and commission minutes and agendas are to be deposited into EDI.**

Trained in March

Employees from the **Office of the Governor** and from the **Illinois Community College Board** took part in training to deposit state publications. The Illinois State Library appreciates these organizations for giving their employees' time toward the goal of improving citizen access to state government information.

Thanks to all of you who have deposited publications. You are doing a service to information seekers for years to come. Your time and effort are appreciated!

We Are Your Library

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.

Ask Away virtual reference and other online services: <http://finditillinois.org>

Reference desk: 217-782-7596

Please send questions and concerns to:

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