

FIND IT! ILLINOIS

ILLINOIS Documents Depository PROGRAM

FIND-IT! ILLINOIS at finditillinois.org is designed to facilitate access to public information.

FIND-IT! ILLINOIS includes:

- **Illinois Government Information (IGI)** – A search engine providing search capabilities across the Illinois government Web sites by keyword, subject and organizational structure.
- **Electronic Document Initiative (EDI)** – Electronic copies of state documents for permanent public access available at finditillinois.org.

The Illinois State Library is open to the public. Anyone may use the collection on the premises. Circulating materials are loaned directly to state government employees and officials, patrons of other ILLINET Online libraries, Illinois public library cardholders and retired state employees through interlibrary loan.

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ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 S. Second St.
Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

“ Keeping the citizens of
Illinois informed. ”



JESSE WHITE

Secretary of State & State Librarian



Recognizing the need for public access to government information, the Illinois General Assembly passed a law in 1967 requiring state agencies to deposit copies of their publications with the State Library for collection and exchange purposes. In 1995, the State Library Act was amended making the Secretary of State/State Librarian also responsible for making electronic state records and documents available via the Internet. In 2002, the definition of published materials was expanded to include electronic formats.

Through the Illinois Documents Depository Program, the Illinois State Library serves as a central repository and distribution center for all state publications. The current collection at the State Library is a historical representation of state government since Illinois was granted statehood in 1818. The program not only makes the publications available at the State Library, but also distributes copies to designated university and public libraries in the state. There are more than 25 depositories



in Illinois including the Illinois State Library.

The Illinois State Library maintains an archival collection of the first print copy of all documents. Second and third copies are made available to the public.

Documents received for the collection come in many formats: paper, microform, electronic, maps, sound recordings, etc. All items are available for public use and most circulate. Types of reports received include annual reports, special reports, statistical information and verbatim debates of the Illinois General Assembly.

All items received at the State Library for the Illinois Documents collection are published in a monthly listing, the **Illinois Documents List**, and an annual compilation, **Publications of the State of Illinois**. Mailing lists are maintained for both and may be ordered by contacting the Illinois Documents staff at 217-782-6304. Both are free of charge.

“Publications are preserved electronically and are available at finditillinois.org.”

State Library Act

The Illinois State Librarian shall set by rule the standard to be used for electronic data exchange among state agencies and the State Library (15 ILCS 320/21(a)). State agencies include every state office, officer, department, division, section, unit, service, bureau, board, commission, committee and subdivision of all branches of state government that expend appropriations of state funds, including state universities (15 ILCS 320/21(b)).

Agencies should continue to submit 40 copies of all printed publications to: Illinois State Library,

Gwendolyn Brooks Building, Illinois Documents, 300 S. Second St., Springfield, IL 62701-1796. For more information, please call 217-782-6304.

Electronic submissions

To submit electronic documents to the library, obtain a login and password from the State Library. Log in and assign metadata to electronic documents using the Metadata Generator. Upload electronic copies of all documents. Acceptable electronic formats include, but are not limited to, Microsoft Office, Plain Text, Adobe Acrobat PDF and MPEG or WAV (for video and sound). While most file types are accepted into the depository, scripts are not supported.