

COG STYLE MANUAL

Please use your judgment when adding or editing a record in the database to make sure information goes in the correct fields, regardless of how the data sheet is filled out.

Privacy is a major concern. There is a warning on the data collection sheet about individuals providing personal information that may be posted on the Internet. It is each person's responsibility to specify what information should not be posted on the Internet. There is a method for an organization's representative to indicate certain fields should be suppressed or unpublished. Required information must be included for in-house use or the organization cannot be included in the directory.

If the information given is circled on the data sheet or a contact person verbally requests that some information not be made available on the Internet, enter that information in the "unpublished" fields. This information only displays when you are logged in under your library's name and password. Even other libraries cannot see this information. **If there is ANY private/suppressed information given for an organization, you MUST indicate that with the unpublished information toggle.** This will make other librarian users of the COG aware that there is further information available.

Duplicates are a concern. The database won't check for duplicates automatically. If you see duplicates, please report them to the COG Committee. If someone has already entered an organization, do not enter it a second time. If the information is different or you feel the organization is your responsibility, feel free to call the other agency involved or the COG Committee to clarify the issue.

To standardize capitalization and punctuation, use the following guidelines. Please do not enter information in all capital letters. Use capital- and lower-case letters as appropriate. Begin each alpha (non-numeric) field with a capital letter. As a rule, use periods only at the end of three fields: Purpose of Organization, Description of Activities, and Comments. You should also use a period within the Comments field if different types of information need to be separated (i.e. museum hours, library hours, additional contacts, etc.).

If no information is given for a specific field, leave that field blank on the entry form (with some exceptions, see below).

There is a staff view and a public view in this directory. Information that is to be withheld from the Internet may be entered in the staff view. This will enable us to do away with paperwork. In the public view, there will be a phrase to indicate "unpublished information" exists, but is not for public consumption. You may play intermediary by contacting the agency that entered the organization and asking them to inform the organization that somebody has an interest in getting in touch with them. Theoretically, the organization would then contact the interested party.

Remember that the size of the entry boxes does not represent the amount of data that can be entered. For three fields, Purpose of Organization, Description of Activities, and Comments, there is a counter next to the field with a number in it (255). This tells you how many characters you may enter in that field. As you enter the data, you will see the number decrease.

Adding or Editing a Record

Please note that your agency code and an entered/updated date will automatically be stamped on the records when you add or update (change) a record.

Organization Name: Your objective is to enter the organization name in a format that people will use to search for it, not a “library catalog” format. To this end, enter the organization name naturally, in a standard way, with capital and lowercase letters, and without acronyms or abbreviations. For example, use “South Holland Historical Society” as opposed to “Historical Society—South Holland” “Veterans of Foreign Wars” for VFW, etc. If there is an acronym for the name of the organization, you may add that in parentheses without spaces or periods after you have entered the natural and complete name of the organization, i.e. “Midlothian Memorial Veterans of Foreign Wars Post #2580 (VFW).” If an organization is known only by its acronym, i.e. POW-MIA, it may be entered as an acronym.

Street Address: The Street Address field should include only the building number and street name or **main** P.O. box number. Additional information, such as suite or building designations or P.O. box numbers, should be relegated to the Street Address 2 field. If the address given is a c/o address, please enter “c/o” (in lower case) and the entity/building in the “Street Address” field and any remaining address information in the “Street Address 2” field, separated by commas, if necessary.

In the following examples, the first line is entered in the “Street Address” field and the second line is entered in the “Street Address 2” field.

c/o Prairie State College
202 S. Halsted St., Building G

c/o Prairie State College
202 S. Halsted St., Building G, Room 8

c/o 1st Presbyterian Church
17929 Gottschalk, School Basement

16250 Wausau Ave.
Suite 100

12345 General St.
P.O. Box 88

Enter the street address, using the following street abbreviations.

Avenue: Ave.

Boulevard: Blvd.

Circle: Cir.

Court: Ct.

Drive: Dr.

Freeway: Fwy.

Highway: Hwy.

Lane: Ln.

Post Office Box: P.O. Box

Parkway: Pkwy.
Place: Pl.
Road: Rd.
Route: Rte.
Street: St.
Terrace: Ter.
Trail: Trl.

If streets are numbered streets (e.g. 1st), enter the numerical suffixes in lower case, i.e. st, nd, rd, th, etc.

If the street has a directional component, enter it as a single letter in the upper case with a period: N., S., E., W., but only if it is not part of the name of the street (e.g. South Park Ave.).

Street Address 2: Enter secondary unit designators here, **but do not** abbreviate such words as building, floor, suite, unit, etc.

City: Enter the full name of the city.

State: Enter the name of the state, using the standard two-letter postal abbreviation:

Illinois: IL

Indiana: IN

Wisconsin: WI

Standard postal abbreviations can be found at the United States Post Office website:

<http://www.usps.com/ncsc/lookups/abbreviations.html#states>

Zip Code: Enter the five-digit postal zip code. The zip + four can be entered, if available, but **must** include the dash in between: 60473-2199.

Is there unpublished information?: Toggle this to yes if any of the information about an organization is circled on the data collection sheet or is verbally specified as private, not to be published. Enter that specific data in the appropriate “**unpublished**” field box(es). **It is very important to enter private information in the unpublished field box so it does not display to the public. It is equally important to toggle this response to “yes” when there is unpublished information in order to make other librarians aware that it exists.**

Organization Phone: Enter the area code and phone number with dashes between the area code and phone number and the two parts of the phone number, in the following format: 123-456-7890. If there is an extension, insert a space, the abbreviation “x,” and the extension number: 123-456-7890 x 88. If the phone number is circled on the data sheet or the contact person verbally requests that the phone number not be published, it must be entered in the Unpublished Phone field.

Unpublished Organization Phone: Enter the area code and phone number with dashes only, in the following format: 123-456-7890. If there is an extension, insert a space, the abbreviation “x,” and the extension number: 123-456-7890 x 88.

You must enter a phone number in either the Organization Phone field or the Unpublished Organization Phone field.

Fax: Enter the area code and fax number in the following format: 123-456-7890. If the fax number is circled on the data sheet or the contact person verbally requests that the fax number not be published, it must be entered in the Unpublished Fax field.

Unpublished Fax: If the organization does not want the fax number published on the web, enter the fax number in this field, in the following format: 123-456-7890.

E-Mail: Enter an e-mail address in the following format: johndoe@aol.com. If the e-mail address is circled on the data sheet or the contact person verbally requests that the e-mail address not be published, it must be entered in the Unpublished E-Mail field.

Unpublished E-Mail: Enter a private e-mail address here, in the following format: johndoe@aol.com.

Web Page: In order to make the link work, a web page address must be entered with the **http://** before it, i.e. <http://www.southhollandlibrary.org>. **Web page addresses are case sensitive, especially after an upslash, so please use the correct case.**

Contact Person/Second Contact Person: Enter the contact person's name with the given name first and last name second, e.g. Georgette Belisle. Do not enter any title with the name unless it is necessary. If it is necessary, use a standard abbreviation such as Dr., Rev., Sr., etc. Also use standard abbreviations such as Jr., Sr., III, etc., when necessary. If the contact name is circled on the data sheet or the contact person verbally requests that the contact name not be published, it must be entered in the Unpublished Contact field.

Unpublished Contact Person/Second Contact Person: Enter private contact information here.

Position: Enter the name of the position. If no position is given, leave this field blank. **If the contact person's information is to be suppressed, leave the position field blank, even if the information is provided.**

Contact Phone/Second Contact Phone: Enter a number even when it is the same as the organization's main phone number. If the Contact Phone field is circled on the data sheet or the contact person verbally requests that the Contact Phone not be published, it must be entered in the Unpublished Contact Phone field. Enter in the following format:
123-456-7890.

Unpublished Contact Phone: Enter private phone information here, in the following format: 123-456-7890.

Recommended Method of Contact: Choose the specified recommended method of contact: e-mail, fax, mail, or phone.

Hours/Meeting Times: Enter the day of the week, then the time, i.e. 1st Thursday of the month, 7:00 pm. Abbreviate as follows: am, pm. (This is opposite of how it is done now.) Only organization **meeting** times should be included here (or office hours if there is no regular meeting of the organization, but they have regular office hours somewhere). Additional office, museum, library, etc. hours should be included in the notes field.

Meeting Location: Enter the building and street address of the meeting location, in the following format: Eagles Hall, 2427 Grove St., Blue Island, IL 60406. If the meeting location is the same as the

organization's main address, re-enter the address. If the location of the meeting changes, please indicate "Location varies".

Eligibility Requirements: Enter **eligibility requirements** here, i.e. anything that limits membership in the organization, including residency, age, membership, interest, etc. Do not enter geographical area served here. If there are no requirements, simply enter the word "None". (Please do not make entries such as "anyone" or "open.")

Area Served: Enter the geographical description of the area served here: a specific town name or a regional name, i.e. Flossmoor or South Suburbs. An organization might be national or international, but the chapter listed in the COG will probably serve a local area, so please specify that. Residency requirements should go in the Eligibility Requirements field.

Fees/Dues: Enter any fees or dues with the dollar amounts listed first and the time periods second with any other specifications after that, i.e., \$10/year local. If there are multiple fees for various levels of membership or various time periods, enter the basic one first and separate all others with semicolons. For example, "\$10/year local; \$25/year national; \$25/year family; \$30/year contributing; \$50/year supporting; \$300/lifetime." If there are no dues or fees, enter the word "None".

Languages Spoken: It is assumed that the main operating language of these organizations is English. If there are additional languages spoken in the course of their operations, please specify those languages by listing them alphabetically in this field **after** English, separating multiple languages with a comma and a space (i.e. English, German, Italian, Spanish). Check that both the spelling and the name of the language are correct. Should an organization specify that "some" of a language is spoken, add that language here and make a note in the comments field. If you have any questions about the proper name or spelling of a language, you may consult the following link:
<http://www.loc.gov/marc/languages/>

When you add a language to a record that does not appear in the drop-down box in the public interface, it is very important to go to the "Request that a language be added" link at the top of the staff page. Once you click on that link, you will see a form requesting your name, your e-mail address, and the name(s) of the language(s) to be added. Fill in the form and submit it so that the COG Committee can add the language to the drop-down box. The drop-down box reflects only those languages in the database.

Does this Organization Provide Speakers?: Choose the appropriate answer, yes or no.

Does this Organization Use Volunteers?: Choose the appropriate answer, yes or no.

Does this Organization Have Handicapped Access?: Choose the appropriate answer, yes, no, or on demand.

Does this Organization Provide Sign Language Interpreters?: Choose the appropriate answer, yes, no or on demand.

Does this Organization Provide Info/Referral?: Choose the appropriate answer, yes or no.

Purpose of Organization: Enter the **purpose** of the organization here, but please sort purpose from activities. Purpose includes goals, aims, reasons for existence. Enter the purpose as a phrase, beginning with the word "to" i.e. "To support the goals and programs of the local library." Begin the first purpose

with a capital “T,” separate multiple purposes with semicolons, and finish the entry with a period. (Hint: To help determine the difference between a purpose and an activity, state the purpose as a phrase, beginning with the word “to.”)

Description of Activities: Enter the description of the organization’s activities here. Activities include actions undertaken to meet the goals or support the purpose of the organization. Start of the list of activities with a capital letter, separate multiple activities with semicolons, and finish with a period, i.e. “Fund raisers; beautification of the library; saving food labels to redeem for library supplies; monthly newsletter.”

Election Date of Officers: Enter the election date of the officers of the organization, specifying only the month and the frequency of election, i.e. “June, annually” or “November, every four years.” Do not enter a specific date, such as “June 8, 2004.” Use the terms “annually” or “every X years,” where X represents a number.

Year Local Chapter Was Established: Enter this as a four-digit number, i.e. 1988.

Comments: Enter any additional information or comments added to other fields here, including such things as museum hours, willingness to find translators, whether some services are provided with speakers of other languages, etc. Regardless of how you try to make this appear when you enter the data (with forced returns, blocking, etc.), the program will string everything into one continuous unit of information (i.e. it will ignore forced returns). Therefore, enter all comments, except for additional hours/meeting times, as individual “phrases” or complete sentences, beginning with a capital letter and ending with a period. Separate different types of information by inserting a period and a space and beginning the next type of information with a capital letter. Data such as hours, meeting times, further contact information, etc. should simply be listed with the appropriate heading (beginning with a capital letter), a colon, and the given information and ended with a period. Use standard abbreviations for data such as days of the week, months, etc.; abbreviate am and pm in the lower case without periods; and always use a colon in indications of hours.

Example:

Various members speak German, Russian, Spanish, and some Lithuanian. Library hours: Mon., Wed. 10:00 am-4:00 pm; Tues. 11:00 am-4:00 pm; Fri. 1:00-9:00 pm; Sat. 11:00 am-4:00 pm. Museum hours: Sat. 1:00-4:00 pm. Additional contacts: John Doe, Treasurer, 708-555-1212; Jane Doe, Director, 708-555-3854.

Person from This Organization Who Completed This Form: Enter the full name of the representative of the organization providing this information. This does not display in the public view.

Data Entered in COG By: Enter your first and last name.

Don’t forget to click on “Add Record” or “Submit Update” and look for the success message!