Bibliotech instructions for ELR Survey

INSTRUCTIONS

1. Perform a regular backup of your Bibliotech library system using a CD-ROM or flash drive.

   **Note:** If you require us to provide a USB flash drive or blank CD-ROM please contact us by email or telephone. If you use your own flash drive we will return it to you immediately.

2. Mark the CD-ROM or USB clearly with your school name and suburb/town.

   **Note:** We need to be able to identify the school sending the disc to record participation completed by your school.

3. Return the completed CD-ROM, USB or floppy disks to:
   
   ELR  
   Education Services Australia  
   Reply Paid 177  
   Carlton South, Vic, 3053  

Please contact the ELR Support at Education Services Australia for more information:

   Telephone 1800 337 405 (outside Melbourne metro area) or 03 9207 9600  
   Email elr@esa.edu.au

Thank you for supporting the growth of Australian writing and publishing by participating in the Educational Lending Right 2011-12 school library survey.