Bibliotech instructions for ELR Survey

INSTRUCTIONS

1. Perform a regular backup of your Bibliotech library system using the USB flash drive provided.

2. Mark the USB clearly with your school name and suburb/town.

Note: We need to be able to identify the school sending USB flash drive to record participation completed by your school.

3. Return the completed USB flash drive in the disc mailer provided or in a padded bag. This is to prevent damage and loss by Australia Post letter processing machinery.

Address to:

ELR
Education Services Australia
Reply Paid 177
Carlton South, Vic, 3053

Please contact the ELR Support team 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 school library survey.

ELR – Encouraging the growth of Australian writing and publishing