Overview

Institution Information lets you enter the following information about your QuestionPoint institution:

- Its name
- Its postal and street address for QuestionPoint communications
- Its time zone information
- Education levels of the users it serves

Use uppercase and lowercase letters

Enter the information for your institution's profile in uppercase and lowercase letters, rather than uppercase or lowercase letters only. If the system supplied some information in uppercase only, please correct it using uppercase and lowercase letters.

Identifying your QuestionPoint institution

A QuestionPoint institution is an organization, or a part of an organization, that participates in QuestionPoint as a separate entity with its own profile. Many also participate in one or more QuestionPoint local/regional groups.

The profile has three fields for entering the name of your QuestionPoint institution.

- Inst Name
- Subordinate Unit
- Team/Work Group

Inst Name field

In this field, enter the name of the organization of which your QuestionPoint institution is a part. It might be a university, public library, corporation, government agency, archive, art gallery, museum, historical society, consortium, etc.

Do not use abbreviations in this field.

Currently, only the information in this field appears in lists of QuestionPoint institutions. Information in the Subordinate Unit, Team/Work Group and other fields does not appear. Therefore, do the following in the Inst Name field to identify
your institution in lists:

- If you think that other QuestionPoint participants may not know the location of your organization, include location information in parentheses in the Inst Name field.

  Examples:
  City University (Bellevue, WA)
  Lake County (Indiana) Public Library
  Metropolitan Cooperative Library System (California)
  Universidad Autónoma de Ciudad Juarez (Mexico)

- If your organization has two or more QuestionPoint institutions, enter additional information following the organization name to distinguish your institution from the others. The organization name should be identical for each institution so they appear together in lists. The information following the organization name should distinguish each institution from the others.

  Examples:
  Library of Congress - European Division
  Library of Congress - Geography & Maps
  Library of Congress - Hispanic Division

### Subordinate Unit field

If your QuestionPoint institution is also part of a subordinate unit of the organization, enter the name of the subordinate unit in this field. Otherwise, leave the field blank. The subordinate unit might be a library, department, etc.

Do not use abbreviations in this field.

### Team/Work Group field

If your QuestionPoint institution is also part of a unit within a subordinate unit of the organization, enter the name of the unit in this field. Otherwise, leave the field blank.

Do not use abbreviations in this field.

### Examples of QuestionPoint institution names

The following table contains examples of QuestionPoint institution names:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
<th>EXAMPLE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inst Name</td>
<td>Ellensburg (Washington) Public Library</td>
<td>Smithsonian Institution</td>
<td>Library of Congress - Business Reference Section</td>
</tr>
<tr>
<td>Subordinate Unit</td>
<td>[blank]</td>
<td>Smithsonian American Art Museum</td>
<td>Science, Technology and Business Division</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXAMPLE 1</td>
<td>EXAMPLE 2</td>
<td>EXAMPLE 3</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Team/Work Group</td>
<td>[blank]</td>
<td>[blank]</td>
<td>Business Reference Section</td>
</tr>
</tbody>
</table>

### Language of Inst Name field

In this field's drop-down box, select the language in which you entered the QuestionPoint institution name in this part of the profile.

### Institution name in two or more languages

If you want to provide the name from the Inst Name field in two or more languages, enter the name in one of those languages in the Inst Name field. Enter the name in the other languages in the Alternate Institution Names part of the profile. To go to that part of the profile, click the Names link in the Institution Services section of the main menu.

### PO Box field

In this field, enter only the number. Do not enter PO Box.

For example, for PO Box 12345, enter 12345.

### State/Province field

In this field, do not abbreviate the name of the state or province.

### Zip/PostalCode

Enter a hyphen after the 5-digit U.S. ZIP code when entering a 9-digit ZIP+4 code. For example, enter 20540-4382.

### Country field

In this field's drop-down box, select your country.

### Time Zone field

In this field's drop-down box, select your time zone in relation to Greenwich Mean Time (GMT). Select it as if standard time is in effect for your time zone, even if daylight saving time is currently in effect.

United States time zones are identified in the drop-down box (GMT -5 to GMT -10). For example, the U.S. Eastern Time
Zone is GMT -5 and the U.S. Pacific Time Zone is GMT -8. Information about how other time zones relate to GMT is available at <http://greenwichmeantime.com/>.

**Do you observe daylight savings in your area?**

Be sure that the correct button, Yes or No, is selected in this field.

Daylight saving time, as defined by the American Heritage Dictionary, is a "time during which clocks are set one hour or more ahead of standard time to provide more daylight at the end of the working day during late spring, summer or early fall."

**Education Levels Served field**

In this field, check as many of the boxes as necessary to indicate the education levels of the users for whom you supply answers.

**OCLC Symbol and WorldCat Registry Record**

The information for the OCLC Symbol and WorldCat Registry Record fields comes from the WorldCat Registry record for your library. You cannot change the information in these two fields.

If the information in these fields is not correct, click the Correction Form link in the WorldCat Registry Record field and then complete and submit the form so OCLC can link your library to the correct Registry record.